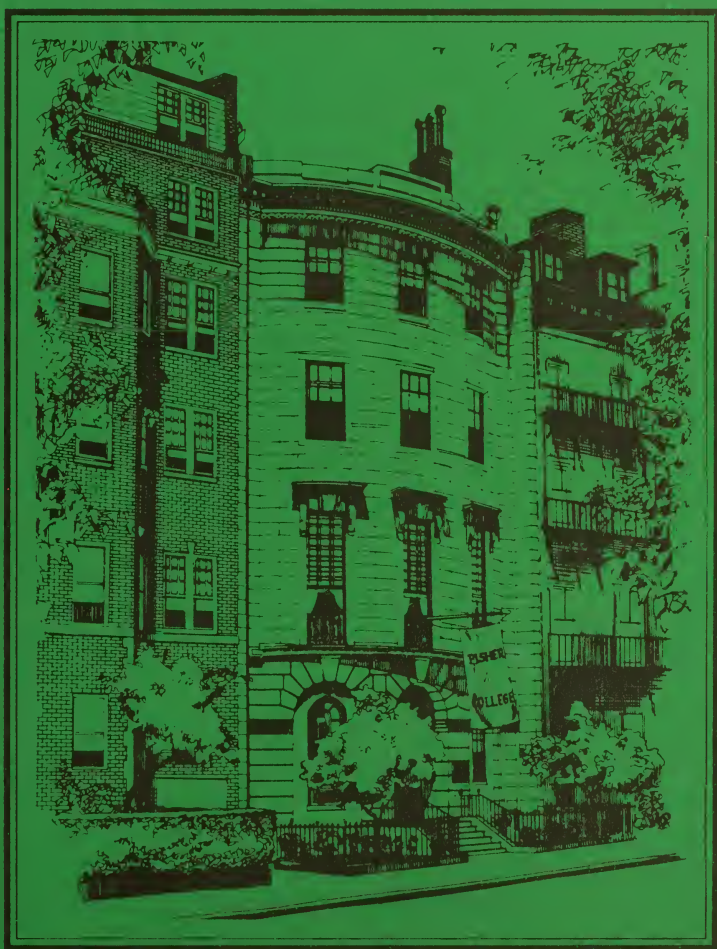


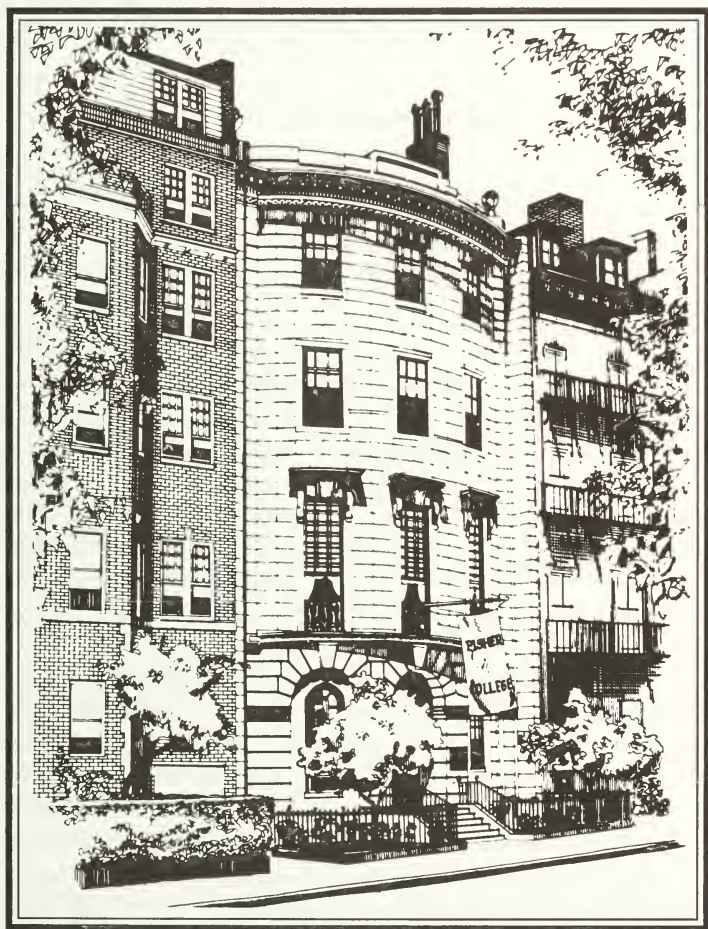
FISHER COLLEGE

BOSTON, MASSACHUSETTS



A Private Two-Year College / 1998-1999

FISHER COLLEGE



College Catalog

A Private Two-Year College

1998–1999



Digitized by the Internet Archive
in 2016

Table of Contents

Message from the President 5

General Information--

Day Division and Division of Continuing Education 6

College Policies--

Day Division and Division of Continuing Education 11

Academic Information--

Day Division and Division of Continuing Education 19

Evaluation of Student Performance 19

Satisfactory Academic Progress 23

Day Division 33

Application Procedures 34

International Application Procedures 35

Academic Calendar 36

Euroweek 37

Student Services 37

Residential Life 40

Commuting Life 41

English as a Second Language (ESL) 41

Financial Information 42

Financial Aid--Day Division 45

Application Process 45

How Need Is Determined 46

Federal Financial Aid Sources 46

Alternative Loan Program 48

State Financial Assistance 48

Institutional Scholarships 49

Satisfactory Academic Progress 50

Financial Aid Refund Policy 50

Program Requirements--Day Division 51

Course Descriptions--Day Division 83

Division of Continuing Education 125

Application Procedures 126

Academic Calendar 127

Continuing Education Locations	128
Student Services	130
Financial Information	131
Financial Aid--Division of Continuing Education	132
Application Process	132
How Need Is Determined	133
Federal Financial Aid Sources	133
Alternative Loan Program	135
State Financial Assistance	135
Institutional Scholarships	136
Satisfactory Academic Progress	136
Financial Aid Refund Policy	136
Academic Information--Division of Continuing Education	137
Evaluation of Student Performance	137
Dean's List	137
Academic Assessment/Preparatory Courses	137
Credit For Life Experience	138
Judicial Procedures	139
Program Requirements--Division of Continuing Education (DCE)	140
Course Descriptions--Division of Continuing Education	165
Directory	217
Board of Trustees	217
Administration and Staff	218
Full-Time Faculty	221
Index	225

This Catalogue is an official publication of the College and is subject to change at any time. The College reserves the right to add, withdraw, or revise any course, program of study, provision, or requirement described herein.

Message from the President

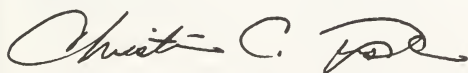
Diogenes once stated, "Educated men and women are as much superior to uneducated men and women as the living are to the dead." This year, more than 14 million students will attend colleges and universities across America. For these students, the future holds opportunities of professional fulfillment, contribution to the betterment of their society, and greater earning power as a direct result of their achievements.

Fisher College was founded in 1903, with the main campus located in the historic Boston Back Bay overlooking the Charles River. It has helped open doors to students seeking successful careers and provided graduates with the academic qualifications to pursue more advanced degrees. Because Fisher provides the positive caring environment of a small private college, students are better able to discover and develop their individual talents. Frequently, graduates return and tell us that the college and its faculty were the key to helping them realize their interests and their potential to succeed. They then went on to excel both in furthering their education and in finding a rewarding career.

While the College provides excellent programs in Liberal Arts, Business, Fashion, Travel and Medical areas to name a few, the collegiate experience goes well beyond the classroom. The city of Boston is alive with cultural activities such as theatre, concerts, famous historical sites, sports teams, shopping, cafes and much more. Massachusetts also has the highest concentration of colleges and universities than any other place on earth. This makes Boston the number one education city in the world.

This catalogue will provide you with valuable information about the institution. On behalf of the Faculty and Staff, I would like to offer you a warm welcome to Fisher College.

Sincerely,

A handwritten signature in black ink, appearing to read "Christian C. Fisher". The signature is fluid and cursive, with a large initial "C" and a stylized "F".

Christian C. Fisher
President

▼General Information--Day Division and Division of Continuing Education

History of Fisher College

Founded in 1903, Fisher College emphasized vocational preparation for its first few decades. Since then, curriculum plans and objectives have expanded. In 1952, Fisher was approved as a two-year college by the Board of Regents of Higher Education of the Commonwealth of Massachusetts, and, in 1957, was given degree-granting powers. In 1970, Fisher gained membership in the New England Association of Schools and Colleges, Inc., with accreditation. Today, students from all parts of America and from numerous foreign countries attend Fisher's Day School. Approximately half commute and others live in College dormitories. As of February 1998 the day division became coeducational.

The Division of Continuing Education was established in 1975 to serve the adult population of Boston and Eastern Massachusetts. Eleven branch campuses provide convenient access to students, local businesses and organizations.

College Mission

Fisher College provides collegiate courses and programs leading to the Associate Degree in Arts, the Associate Degree in Science, and appropriate Certificates of completion. Academic curricula and student services are provided to develop the inherent capacities of each individual student to prepare for a full, satisfying, and productive professional and cultural life.

Interpretation of the Mission Statement

Fisher College, founded in 1903, is a Boston-based accredited independent college, offering curricula that integrate a liberal education with career and pre-professional programs designed to meet the changing needs of both traditional and non-traditional learners. In addition to the programs Fisher currently offers, new programs are under development including a Baccalaureate Degree in Management, which requires approval by the Massachusetts Board of Higher Education.

Through its degree and certificate programs, Fisher College has traditionally endeavored to create a learning environment that fosters the intellec-

tual growth of its students, promotes respect for self and others, and seeks to develop the inherent capacities of each individual student to prepare for a full, satisfying, and productive professional and cultural life. Graduates of Fisher College are expected to be informed decision makers, prepared for immediate career entry or further higher education, and able to demonstrate an understanding of and an appreciation for the values of all cultures.

In its Day Division, Fisher provides career and transfer programs in a small, traditional college setting. This division actively seeks a diverse student population, combining a broad cross-section of American cultures with an international group representing countries throughout the world.

Fisher's Division of Continuing Education, established in 1975, offers associate degrees and certificate programs at a number of locations throughout eastern Massachusetts. This division specifically serves a broad spectrum of learners as well as local business and industry through credit courses, seminars, work-shops and training sessions.

Because of its commitment to academic excellence, the College requires that its graduates have demonstrated competencies in written and oral communication, computational skills, critical thinking and research skills, technological literacy, civic responsibility, and racial, ethnic, and cross-cultural understanding. Toward this end, each student is provided the opportunity to demonstrate the following competencies, abilities and interests:

1. Effective communication skills, including the abilities to speak and write cogently, and to conduct research in relevant sources including the use of electronic data bases.
2. The ability to understand and apply basic analytic-mathematical operations and to make logical inferences from quantitative data.
3. Critical thinking skills to organize and process information and to formulate effectively reasoned conclusions.
4. Self-confidence and the ability to make moral and social judgments in the context of individual, social and civic responsibility.
5. An understanding of the multi-cultural values within a diverse American and global society sufficient to enable the student to interact collaboratively with others of a different culture.
6. Learning skills necessary for lifelong personal and professional development.

General Information

Accreditation

Fisher College is accredited by the New England Association of Schools and Colleges, the American Physical Therapy Association (Day Division), and the American Health Information Management Association (Division of Continuing Education).

Nonprofit Status

Founded in 1903, Fisher College is a two-year, nonprofit educational institution approved by, The Board of Higher Education of the Commonwealth of Massachusetts and authorized to grant the degrees of Associate in Science and Associate in Arts.

Nondiscrimination

Fisher College does not discriminate on the basis of race, sex, age, disability, national or ethnic origin, creed, sexual orientation, and religion in the recruitment, admission, access to, or treatment of students, the recruitment, hiring, or treatment of faculty and staff, or the operation of its activities and programs, as specified by state and federal laws, including Titles VI and VII of the Civil Rights Act of 1964 as amended, Title IX of 1972 Educational Amendments to the Higher Education Act, Executive Order 11246, as amended, Section 503/504 of the Rehabilitation Act of 1973.

Any inquiries regarding this policy should be directed to Mrs. Roberta E. Cantor, Senior Vice President for Administration, Fisher College, 118 Beacon Street, Boston, MA 02116.

If you believe you have been discriminated against as an employee or student on the grounds of race, sex, disability, national or ethnic origin, creed, sexual orientation or religion, you may complain by following the steps specified below:

1. As an employee, discuss the complaint with the supervisor in charge of the department or office where the alleged discrimination occurred. As a student with a complaint against another student or faculty, discuss the complaint with the Vice President for Academic Affairs.
2. If you are not satisfied with the results of this discussion, consult with the Senior Vice President for Administration, who shall make a

preliminary investigation and attempt to resolve the complaint through informal means.

3. Students who believe they have been discriminated against may register their complaints directly with the Senior Vice President for Administration, who will make a thorough review of the facts in the case and report these along with recommendations, to the appropriate officer or supervisor.

Educational Rights and Privacy

Fisher College complies with the Family Educational Rights and Privacy Act regarding the access and release of student records and information. (See complete description in the College Policies section.)

The Drug-Free Schools and Communities Act of 1989

The federal Drug Free Schools and Communities Act of 1989 requires all institutions of higher education to adopt and implement a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees as a condition of the institution receiving federal funds or any other form of financial assistance under any federal program. This policy is being issued by Fisher College in compliance with the requirements of that Act.

Prohibitions

- A. Fisher College prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by any student or employee of the college while on college premises, while performing any work for the college, on or off its premises, or while otherwise participating in any college activity, on or off college premises.
- B. In addition, employees are prohibited from reporting to work or performing job-related activities, on or off college premises, while under the influence of alcohol or illicit drugs. Students are prohibited from participation in any college activity, on or off college premises, while under the influence of alcohol or illicit drugs.

Sanctions for Non-Compliance

- A. Employees and students are required to abide by all requirements of the Drug-Free Schools and Communities Act and this

General Information

policy as a condition of continued employment or enrollment at the College.

- B. An employee who violates any provision of this policy is subject to disciplinary action, up to and including immediate dismissal. A student who violates any provision of this policy is also subject to disciplinary action, up to and including expulsion from the college.
- C. Also, in appropriate circumstances, as determined by the college, law enforcement may be notified. Unlawful possession, use, or distribution of drugs or alcohol may subject an employee or student to criminal penalties.

Immigration

Fisher College is approved by the Immigration and Naturalization Service to enroll nonimmigrant students.

Veterans

Fisher College enrolls students funded by Veteran entitlements

Computer Policy

The Computer use policy is posted in the Computer laboratories throughout the College. For further information contact the Vice President for Academic Affairs or Campus Director.

▼College Policies--Day Division and Division of Continuing Education

Family Education Rights and Privacy Policy

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

Students should submit to the registrar, dean, Campus Director, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or com-

College Policies

pany with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Fisher College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

For the purpose of this Act, Fisher College defines all students as independent. A parent may be awarded the same rights as the student with regard to educational records and other confidential information only if:

- a) the student signs a written consent to this effect, or
- b) the parent supplies proof of dependency, as defined in section 152 of the Internal Revenue Code of 1954, which requires receipt of a certified copy of the parent's most recent Federal Income Tax Form.

The College does not release confidential or personally identifiable information, such as a student's home address, e-mail address, telephone number, date of birth, social security number, grade information, or absence records to outside parties without the student's written authorization, except as required by law. On the other hand, dates of enrollment, major, full- or part-time status, year of study, resident status, date of graduation or withdrawal, degrees or certificates and awards earned, and participation in officially recognized activities are defined by Fisher College as "directory information" in the public domain and can be released if requested. Under the provisions of the Family Educational Rights and Privacy Act, currently enrolled students have the right to withhold disclosure of any items of directory information, except as authorized by law. To withhold disclosure, students should submit written notification to the College Registrar or Campus Director within 30 days of

the student's initial semester or term at Fisher, and thereafter by September 30 of each subsequent academic year. Forms for this purpose are available in the Registrar's Office and at each Continuing Education campus. Fisher College assumes that failure by any student to request withholding of any item of directory information indicates approval for disclosure. A new form for non-disclosure must be completed each academic year. Questions regarding this policy should be addressed to the College Registrar.

Class Attendance

Regular class attendance is required at Fisher College and attendance is taken at every class session. Because the faculty and administration recognize that a student may need to miss classes for illness, appointments, travel, family events, religious holidays, or other causes, an attendance policy has been established permitting a limited number of absences.

1. The number of allowable absences is determined by multiplying the number of scheduled class sessions per week by 2.
2. A student who approaches the absence limit will be warned in writing.
3. Once the student has exceeded the absence limit, the student will be notified in writing of official withdrawal.
4. A student who is withdrawn from a course will receive a WX grade. The student then must either repeat the course, if it is required, or take another course to fulfill credit requirements. Any withdrawal grade will adversely affect the determination of satisfactory academic progress.

Students who are unable, because of their religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day will be excused, provided, however, that makeup work will not create an unreasonable burden upon the College. No fees of any kind will be charged by the College for making available to the student such opportunity. No adverse or prejudicial effects will result to students availing themselves of this policy.

Certificate program students receiving VA benefits under Title 38 are required to maintain 90% or better attendance. A certificate of completion will be granted only when the student physically, through attendance and make up time, completes the total hours of the program. The veterans will not be charged for make up time.

If veteran attendance falls below 80% or if satisfactory academic progress is not being maintained, the school will immediately interrupt or terminate the veteran's educational benefits by written notification to the VA.

Class Regulations

1. Instructors may exclude latecomers from their classes at their discretion. An exclusion is an absence.
2. Visitors are permitted in the classroom at the discretion of the instructor. Children are not permitted in the classroom.
3. After the Drop/Add Period, students are not permitted to transfer from one section to another without permission. "Split" attendance is not allowed.
4. A student who has been absent is responsible for making up the missed work as soon as possible. Students are expected to report to class with all assignments in order and with preparations up to date after an absence. Missed tests may be made up as soon as possible, only when the instructor is convinced that the absence was unavoidable.
5. Any student who misses a final exam because of illness must receive approval from the Vice President for Academic Affairs or Campus Director to take a makeup at a time designated by the instructor. A student who misses the makeup exam will not be given further opportunity for makeup. A fee of \$50 is charged for a makeup exam.
6. Any student who gives or receives help in a quiz or exam or is involved in unethical practices in fulfilling the required assignments of a course will receive an "F" for that exam or assignment. In accordance with specific circumstances as determined by the Vice President for Academic Affairs or the Campus Director, further penalties may be imposed. (See Academic Dishonesty Policy.)

Class Cancellations

Day Division - Cancellations are posted on the Academic Information bulletin board in the Mall by 8:45 a.m. If an instructor is absent but no cancellation has been posted, students are to remain in class for 10 minutes. When classes are suspended due to inclement weather, announcements will be made on local radio stations after 6:30 a.m.

Continuing Education - If a Continuing Education class is canceled, a notice will be posted on the official bulletin board in the Division of Continuing Education offices by 5:00 p.m. If an instructor is absent but no class notice has been posted, students are to remain in class for 20 minutes. When classes are suspended due to inclement weather, announcements will be made on local radio stations by 3:00 p.m. for the Evening classes and 8:00 a.m. for day classes.

Fire Safety (Main Campus Boston)

Fisher College properties are equipped with a modern, sophisticated fire and smoke alarm system. Fire drills are held regularly in the dormitories and classrooms to ensure the safety of students in case of emergency. All students must evacuate the premises each time the alarm sounds. Any student who does not is subject to a \$50 fine. Students are disciplined immediately if they activate an alarm or use the fire extinguisher unnecessarily. Anyone found to have intentionally set off a false alarm will be fined \$500 (the cost of resetting the alarm), and may be suspended and/or dismissed from the College. The safety of all is our goal.

College Property

Fisher College takes pride in the fine buildings and equipment provided for its students at all locations and asks student cooperation in keeping the classrooms and equipment in excellent condition. Please report any noticed waste, damage, destruction or theft to College personnel.

Alcohol and Drug Policy

Attending class under the influence of alcohol is forbidden. Although in the Commonwealth of Massachusetts the legal drinking age is 21, at Fisher College no students regardless of age may possess, consume, or transport alcohol onto the Fisher College campus. Massachusetts state law prohibits the possession and consumption of alcoholic beverages by anyone under 21 years of age. Students, as adults, are expected to obey the law and take personal responsibility for their conduct. Any student who uses alcohol will be held accountable for their behavior, including such acts as disorderly conduct, public disturbance, exposure of themselves or others to personal injury, and damage to property.

Under Massachusetts and federal laws, possession of dangerous drugs and narcotics, including marijuana, is regarded as a misdemeanor or felony. If a student has a problem with alcohol or drugs, the College will try to help, but will not interfere with the legal prosecution of any member of the community who is apprehended possessing or using drugs. Alcohol and drugs are prohibited on college property at all times.

Each student must be aware of their responsibility for upholding these laws. Infractions should be reported to the College administration. The College takes drug/alcohol abuse very seriously; therefore, any infraction makes a student liable to immediate dismissal from Fisher College.

The College reserves the right to examine any student's dormitory room, locker, or belongings if it has a reasonable belief that illegal or illicit activity is taking place. The College also reserves the right to immedi-

ately dismiss a student from Fisher College housing or from the College if there is any infraction of the Alcohol and Drug Policy.

Academic Dishonesty

Plagiarism - Plagiarism consists of passing off the ideas and words of another as one's own and is a serious form of academic dishonesty. The College faculty expects that the essays, research papers, graded assignments, and examinations of students be the product of the student whose name appears on the work. Every written assignment must credit the sources from which information is obtained and all direct quotations must clearly credit its author or source. Students can and should consult their faculty when particular questions arise as to when and how to properly acknowledge the work of others within a student's own oral or written expression. Students found guilty of plagiarism subject themselves to severe academic sanction including dismissal from the College.

Cheating - Cheating is defined as the use of notes, slips, copying or other illegal means to give or receive answers during examinations. As with plagiarism, students found guilty of this form of academic dishonesty subject themselves to severe academic sanction including dismissal from the College.

Student Code of Conduct

Fisher College has a rich tradition in which all members of the community teach and learn in an environment conducive to intellectual and moral development. All members of the Fisher College community must take responsibility for their actions and be willing to accept the consequences of their actions.

Examples of behaviors that are considered unacceptable include but are not limited to:

- Physical or verbal abuse, intimidation, harassment or injury of another person or group of persons.
- Deliberate or careless endangerment of others; tampering with safety alarms or equipment; violation of safety regulations; failure to render reasonable cooperation in an emergency; possession or use on campus of firearms, guns, knives, other weapons, explosives or fireworks.
- Obstruction or disruption of College activities, including teaching, campus services, organized events, and operation and maintenance of facilities.

- Refusal to identify oneself when requested to do so by a college staff member.
- Dishonesty, including provision of false information, alteration or misuse of documents, plagiarism and other academic cheating, impersonation, misrepresentation, or fraud.
- Disregard for the privacy of self or others, including such actions as obscene, indecent or inconsiderate behavior and exposing others to highly offensive conditions.
- Theft, abuse, unauthorized use or damage of personal or College property, as well as unauthorized entrance into college facilities and possession of stolen property on College grounds.
- Use, sale or possession of stimulants, intoxicants, or drugs other than drugs prescribed by a physician for the student's own use or over-the-counter drugs.
- Failure to comply with the lawful directions of any College official, staff member or student employee who is acting in accordance with the duties of the position or who has responsibility on behalf of the College in the absence of a particular official.
- Inciting others to commit any of the acts listed above; involvement as an accessory to any of these acts; failure to take responsibility for his/her guest(s); assisting or encouraging others to engage in violations, and staying with violators when there is enough time and opportunity to leave.
- Rape, including acquaintance/date rape, and sexual assault in any form.
- Vandalism, the intentional damage, destruction or defacement of College property or the property of any person while on College premises.
- False reporting of an emergency; the false report of bomb, fire or other emergency in any building, structure or facility on College premises by means of activating a fire alarm or in any other manner.
- Unauthorized use of College property, equipment or keys.
- Unauthorized use of candles or open flame in College facilities.
- Theft or other abuse of computer time, files or equipment.

College Policies

- Unauthorized use of alcoholic beverages in campus facilities; public intoxication and drunk and disorderly conduct.
- Gambling.

The College reserves the right to take disciplinary action within its own community, responding to infractions that occur on campus or at off-campus College-related events.

Judicial Procedures

To ensure due process in the actions of the College administrators, there is an official College Appeals Process for any student who is dismissed from a course, from a dormitory, or from the College for infractions of College rules. (Failure to meet academic standards of satisfactory progress does not automatically entitle a student to a hearing under the College Appeals Process.)

The College Appeals Process cannot be activated until a senior administrator of the College has indicated in writing the dismissal action. A student wishing to activate the College Appeals Process must do so within 72 hours of receipt of the dismissal action. The request for a hearing must be in writing and delivered or mailed to the office of the Vice President for Academic Affairs.

It is the responsibility of the Vice President for Academic Affairs to convene within five working days a College Appeals Committee. Notice of time and place of the hearing must be communicated to the student in writing at least 48 hours before the hearing. (All hearings will be held in the administrative offices in Boston.)

The disciplinary sanction is held in abeyance pending the result of the hearing. The College Appeals Committee will consist of a chairperson (non-voting) and three voting members: a member of the College administration, a faculty member, and a student. It is the responsibility of the Chairperson to present to the members of the Committee copies of all documents pertaining to the case. The student may bring a maximum of three guests to the hearing.

The College Appeals Committee will render its decision in writing to the Vice President for Academic Affairs who will then inform the student in writing of the decision within 48 hours of the hearing.

▼Academic Information--Day Division and Division of Continuing Education

EVALUATION OF STUDENT PERFORMANCE

The day division academic year is divided into four marking periods or quarters, with a 15-week semester consisting of two quarters. Grades are issued at the end of each semester and become a part of the student's permanent record. Grades are mailed from the Registrar's Office to students' homes at the end of each semester. Warning notices are sent at the end of the first and third quarters to students whose grades are C- or lower.

The Evening Division academic year is divided into six 8-week terms. At the end of each term grades are mailed to the student and become a permanent part of the student's academic record.

All credits awarded are Semester Hours of credit. Regardless of the length of the Term, a standard number of contact hours is maintained.

Final written examinations are required in each academic subject. Every student is required to successfully complete all course requirements including final examinations. Students late for exams are admitted at the discretion of the instructor; however, no extra time is allowed at the end. The weight of the final exam grade to the student's overall average differs among departments. In no instance, however, should it count for more than one third of the final grade. Final exams and papers are retained by the instructors for a period of six weeks for student review and re-evaluation.

Grading System

Grade	Numerical Value	Grade Points
A	100 - 90	4.0
A-		3.7
B+		3.3
B	89 - 80	3.0
B-		2.7
C+		2.3
C	79 - 70	2.0
C-		1.7
D+		1.3
D	69 - 60	1.0
D-		0.7
F	59 - 0	0.0
*W/P		Withdrawn, Passing
*W/F		Withdrawn, Failing
*W		Withdrawn
WX		Administrative Withdrawal
NCR		No Credit
P		Passing
INC		Incomplete

(A temporary grade for course requirements not completed at the end of the semester or term. See Policy on Incomplete Grades.)

*W/P, W/F, and W are rendered only when a student has officially withdrawn from a course on or before the last day for course withdrawal. Consult the Academic Calendar for the last day to withdraw. No penalty is calculated in the QPA for any withdrawal grade or incomplete grade.

Degree Requirements

1. Furnish the College with either an official high school transcript certifying graduation or an equivalency certificate (GED).
2. Earn the number of credit hours required for the degree program.
3. Earn at least 50% of the required credit hours in course work at Fisher College.
4. Meet the College's general or liberal arts distribution requirement as outlined below:
 - a) EN 101 and EN 102
 - b) 6 credits in Humanities
 - c) 6 credits in Social Sciences
 - d) 6 credits in Math or Science
5. Achieve a minimum cumulative QPA of 2.0
6. Meet all program course requirements.
7. Complete 24 of the final 30 credits for the degree at Fisher College.

Note: A student may complete more than one program of the same degree type but only one A.S. degree or one A.A. degree will be awarded. If a student completes both an A.S. degree program and an A.A. degree program, both degrees will be awarded as long as the student fulfills all requirements and earns a minimum of 30 additional credits. Students who wish to complete more than two degree programs at Fisher must first petition the Office of the Vice President of Academic Affairs for approval.

Certificate Requirements

1. Furnish the College with either an official high school transcript certifying graduation or an equivalency certificate (GED).
2. Earn the number of credit hours required for the certificate.
3. Earn at least 50% of the required credit hours in course work at Fisher College.
4. Achieve a minimum QPA of 1.70.
5. Meet all program requirements.
6. Complete 12 of the final 15 credits for the certificate at Fisher College.

Note: Students who wish to complete more than two certificate programs at Fisher must first petition the office of Vice President for Academic Affairs for approval.

Internships

The primary purpose of an internship is to provide a student with practical experience in a work setting which relates to and enhances the theoretical experience of the classroom. The internship is a learning experience; therefore it is directed by a qualified faculty member and the student receives academic credit as well as a grade for completing the experience. Eligibility requirements for internships are program specific. For details, please review the internship course description for the particular program of interest.

Academic Honors

Honor Society—A Chapter of Phi Theta Kappa, the national honor society for American two-year colleges, was established at Fisher College in 1965 with the chapter name Nu Omega. To be eligible to join the society the following criteria must be met:

1. A degree student is eligible for invitation to Phi Theta Kappa at one of two points in his or her academic program if the cumulative QPA is a minimum of 3.50:
 - a) having earned 24 semester hours through course work at Fisher within 12 months of the original date of matriculation, or

Academic Information

- b) having earned 45 semester hours through course work at Fisher within 36 months of the original date of matriculation.
2. The student must receive no failing grades.
3. The student must be of good moral character and possess recognized qualities of citizenship.

In order for an inducted student to maintain membership in Phi Theta Kappa, the final QPA at graduation must be 3.30 or above.

Dean's List—The Dean's List is the official recognition by the College of a student's excellent academic performance.

To be named to the Dean's List in the Day Division, degree and certificate students must earn at least 12 college-level, quality-point-bearing credits in that semester through course work at Fisher; achieve a minimum semester quality-point average of 3.30; and also have no failing grades within that semester.

Honors Graduates—Only degree students are eligible to graduate with honors. To qualify for honors at graduation, a student must achieve a final cumulative quality-point average at the time of program completion in the following ranges:

3.75-4.00	Highest Honors
3.50-3.74	High Honors
3.30-3.49	Honors

Definition of Full-Time Status

Day Division - Day School students are considered full time when enrolled in 12 or more semester hours of credit in any given semester. With the exception of the Euroweek Program, students who wish to take more than five courses in a semester must have written permission from the Office of the Vice President for Academic Affairs.

Continuing Education - In the Division of Continuing Education, full-time status is defined as enrollment in two or more courses (6+ credits) per 8-week term, or 12 or more credits over a 16-week period.

SATISFACTORY ACADEMIC PROGRESS

Fisher College students must be making satisfactory academic progress in order to maintain good academic standing and to qualify for any form of financial assistance (grants, scholarships, loans or employment). Satisfactory progress is evaluated at the end of each academic term by the Academic Review Committees. Academic progress requirements stipulate the following:

A Student's Cumulative Grade Point Average will be measured according to the following table.

Qualitative Measure

Earned Credits*	Cumulative Grade Point Average
25%	1.70
26 - 50%	1.70 - 1.80
51 - 75%	1.80 - 1.90
Greater than 75%	1.90 - 2.00

*As a percentage of the total credits required for graduation in the student's declared program. These grade point averages are a sliding scale. Please refer to the full table available in the Academic Affairs and/or Financial Aid Office for specific increments.

In addition to maintaining satisfactory progress as measured by cumulative grade point averages, students are required to successfully complete at least 67% of the credits attempted by the completion of their program. For example, a student enrolled in a 60 credit program may not attempt more than 90 credits toward that degree.

Quantitative Measure

Attempted Credits*	Percentage of Attempted Credit Earned
25%	60%
26 - 50%	63%
51 - 75%	65%
76 - 150%	67%

*As a percentage of the total credits required for graduation in the student's declared program. Please refer to the full table available in the Academic Affairs and/or Financial Aid Office for specific increments.

Academic Information

- INC, W, WP, WF, WX, NCR, P and F grades will be included in the determination of completion rate. Courses in which a grade of P is received will be counted as successfully completed. Courses in which grades of INC, W, WP, WF, WX, NCR or F are received will be counted as not successfully completed. When a student is given a final grade for a course that was previously considered incomplete, GPA and rate of completion will be recalculated. An incomplete grade, upon conversion to a letter grade in accordance with the College's Incomplete Grade Policy, will be credited to the semester or term in which it originated.
- For the purpose of establishing satisfactory academic progress, transferred credits from another institution will be calculated as both credits attempted and credits earned. Transferred grades, however, will not be included in a student's Fisher College grade point average.
- Audit Credits are not considered in determining a student's academic progress, and do not qualify for financial assistance.
- Repeated courses, subject to Fisher College Policy, will be counted as attempted by not earned credits. Further, financial assistance is not available for the third or greater attempt of any course.
- The first 18 credits of remedial or preparatory course work will not be considered as attempted credits for the purpose of establishing satisfactory academic progress provided the student is enrolled in a degree or certificate program prior to taking these courses.
- English as a Second Language (ESL) courses will not be considered as attempted credits for the purpose of establishing satisfactory academic progress provided the student is enrolled in a degree or certificate program prior to taking these ESL courses.
- For financial aid eligibility, students pursuing multiple majors within the same degree may not attempt more than 150% of the required credits of the highest credit major. Attempted credits above this limit will not be eligible for financial assistance.
- For financial aid eligibility, students changing majors may not attempt more than 150% of the required credits for their highest credit major. Attempted credits above this limit will not be eligible for financial assistance.

The Academic Review Committees review each student's progress at the end of each academic semester or term. Day Division students not meeting the minimum satisfactory academic progress requirements will be placed on probation for a period of one semester. Division of Continuing Education students not meeting the minimum satisfactory academic progress requirements will be placed on probation for a period not to exceed two terms. Students will continue to receive financial assistance during the probationary period. At the completion of each probationary semester/term, the student's progress will be reviewed. If the student is still not meeting the minimum satisfactory academic progress requirements by the end of the maximum allowed probationary period, he/she will be subject to academic dismissal and lose eligibility for financial aid. Notwithstanding this policy, the College, at its sole discretion, may under extreme circumstances academically dismiss a student without first offering a probationary period.

In very unusual cases, satisfactory academic progress standards may be waived if mitigating circumstances prevented the student from meeting the standards. Examples of such circumstances would include illness of the student, death or illness of a family member, or other special circumstances. All requests by students for waiver of the satisfactory academic progress standards must be directed in writing to the Vice President for Academic Affairs. The request must outline the specific reason for the appeal and should include any supporting documentation. Determination of whether the appeal will be approved will be made by the Vice President for Academic Affairs. ***Financial aid eligibility after appeal will be determined by the Financial Aid Director.*** Approved waivers are good for a single semester/term only.

Students who are found to be ineligible for financial aid due to failure to meet satisfactory academic progress standards will regain their eligibility once satisfactory academic progress standards have been met.

Quality-Point Average

Quality points are calculated by multiplying the grade points earned for a course by the number of course credits. The academic average or quality-point average is calculated by dividing the total number of quality points earned at Fisher College by the total number of credits completed at Fisher.

Registration

Day Division—Official registration occurs at the beginning of each semester. In order to be eligible for registration, students must have tuition payments made. Immunization records must also be filed with the Health Clinic and all Library obligations must be met. A late registration fee of \$25 is charged to anyone who does not officially register at the scheduled times. A pre-registration is scheduled in the fall and spring of each year for returning students for advance course selection.

Continuing Education—Students are encouraged to pre-register for classes. A registration form must be completed and all tuition must be paid, or payment arrangements made, before a student can begin attending classes.

Drop/Add Period

After a student has registered for courses for any given semester or term, course changes may be made up to the close of the Drop/Add Period as specified in the Academic Calendar for each Division of the College. All changes must be made officially in writing in the Registrar's Office. No change in courses may be made after the Drop/Add Period except with the written approval of the Vice President for Academic Affairs.

Transfer Credit

Once a student has matriculated at Fisher College, any course taken at another institution for transfer to Fisher College must be approved in advance through the Office of the Vice President for Academic Affairs. Evaluation of transfer credit is done only after receipt of an official transcript from the college at which the credit was earned. It is the student's responsibility to make sure that an official transcript is sent to Fisher for evaluation. Transfer credit cannot exceed one-half of the credits required for graduation, and no transfer credit is accepted for any grade below C-. Some specialized courses may require a higher grade. Credit taken outside of Fisher College may be used to meet graduation requirements, but will not affect the cumulative quality-point average. Advanced Placement (AP) tests and College Level Examination Program (CLEP) tests may also be accepted for credit. For VA eligible students, a transfer credit evaluation will be conducted prior to attending the first class session. Credit will be granted for previous education, if applicable, with the program shortened proportionately and the VA notified accordingly.

Placement Testing

To enable the College to offer instruction appropriate to students' entry-

level abilities, placement testing in English and mathematics is conducted for entering students. Tests are given to all students in EN 101 and MA 105. Test scores are kept confidential and are only used by the College to recommend suitable courses to students. Placement tests are also available to students in a number of other subjects including foreign languages, accounting, keyboarding, and speedwriting.

Waiver — Day Division

In certain courses, exams are available, which if passed can result in that course being waived as a graduation requirement. No course credit is awarded for a waived course. Waiver exams are given at the beginning of each semester. Students interested in having a required course waived should contact the relevant department chairperson for information and times of examinations.

Auditing Courses

Auditing is allowed only with the permission of the Vice President for Academic Affairs or the Campus Director, and the instructor on a space-available basis. Students who audit a course register in the usual manner for the course, pay all normal charges, but do not receive a grade or credit. No change from audit to credit or credit to audit is allowed after the Drop/Add Period.

Course Withdrawal

All students are expected to remain in and complete all courses in which they are enrolled once the Drop/Add period has ended.

Students may withdraw from a 15-week semester course after the drop/add period ends through eleven weeks (roughly 3/4 of the semester) without the withdrawal grade affecting their quality point average.

The last days to withdraw from a course will be published each year in the academic calendar.

No voluntary “W” grades will be issued after the dates mentioned above. Students registered in courses on those dates will have to remain in the course until the conclusion of the exam period and receive whatever grade the faculty member issues.

A Day Division student is not officially withdrawn from a course until the Office of the Vice President for Academic Affairs has received and processed an official course withdrawal form signed by the student and a

Academic Information

Dean. The responsibility for securing these signatures and submitting the course withdrawal form is the student's.

A Division of Continuing Education student is not officially withdrawn from a course until the Campus Office has received and processed an official course withdrawal form signed by the student and the Campus Director. The responsibility for securing these signatures and submitting the course withdrawal form is the student's.

Course Failure

Any student who fails a required course must make arrangements with the Vice President for Academic Affairs or Campus Director to repeat and pass the course before a degree or certificate can be awarded. Any elective course that is failed may not have to be repeated; however, the student must make up the credits by taking a substitute course (upon approval of the Vice President for Academic Affairs or Campus Director).

Policy on Incomplete Grades

Rarely, for extenuating circumstances such as illness or accident, a student cannot complete all course work on time. In such cases, the student can request from the Vice President for Academic Affairs or Campus Director that an Incomplete (Inc) be granted. If the request is approved, the student, the faculty member, and the Registrar will be notified of that decision in writing.

It is the student's responsibility to make arrangements with the faculty member to complete the course work and submit it to the faculty member within 30 days of the end of the term in which it was granted. At the end of the 30-day period, if the course work has been submitted, the instructor will submit to the Vice President for Academic Affairs or Campus Director a Grade Change report with the received grade. If not, the Incomplete is converted to an "F" grade and duly recorded on the student's transcript.

Grade Changes

All grade changes must be made in writing by the faculty member and approved by the Vice President for Academic Affairs. If serious questions arise as to the determination of a final course grade, the matter should first be discussed directly with the faculty member. If no solution is found, a written request for a review should be made to the Vice President for Academic Affairs, whose written response is final. No grade will

be changed for any reason later than six weeks after the end of the semester or term.

Repeating a Course

Courses in which a C+ or lower grade has been earned can be repeated at Fisher at the normal tuition rate. The following conditions apply:

1. The repeated course must be identical to the original and must be taken at one of the campuses of Fisher College.
2. Permission must be obtained in writing from the Vice President of Academic Affairs or the Campus Director prior to enrolling in the course.
3. Both the original and repeated grades will appear on the transcript. The repeated grade, whether higher or lower, is used to determine the cumulative quality-point average.
4. Veterans Administration educational benefits are not available for students repeating a course previously passed with a grade of "D" or better. Students receiving other types of financial aid should contact the Financial Aid Office or Campus Director for entitlement.

Declaration of Major

All degree or certificate seeking students must declare a major before or at the completion of 15 semester hours. However, a student must declare a major to be eligible for financial assistance.

Change of Major

A student may change his or her major only after consulting with and submitting written notification to the Program Director or Campus Director.

Transcript Requests

The Registrar's Office maintains a transcript for each Fisher student. This document is a cumulative academic record of all course work taken at and accepted by Fisher. Official copies of the transcript may be obtained from the Registrar's Office, provided a written request is submitted containing the student's signature. Should a student wish to pick up a copy personally, minimum advance notice of 24 hours is requested for processing. A fee of \$3.00 is charged for each copy of a student's transcript. An additional \$7.00 is charged for transcripts processed in less than a 24 hour period.

Division of Continuing Education students should contact their campus registrar to process a transcript request.

Commencement

Day Division—All graduating seniors are expected to attend Commencement exercises, unless arrangements to receive the diploma in absentia are made in advance with the College Registrar's Office. Caps, gowns, and diplomas are included in the Comprehensive Fee, submitted with tuition.

Continuing Education—Every student completing a degree or certificate will be invited to participate in a formal graduation ceremony. Graduation dates will differ from campus to campus; students should consult Admissions Counselors for dates. A \$30 graduation fee is charged to all eligible students to cover the cost of the diploma, degree audit, and cap and gown.

Withdrawal From the College

Students wishing to withdraw from the College must submit a written notice of withdrawal to the Vice President for Academic Affairs or their Campus Director. The withdrawal date is the date that the student notifies the College of their withdrawal, in writing, or the date of pending withdrawal specified by the student, whichever is later.

Re-Enrollment Following Voluntary Withdrawal From the College

In general, students may re-enroll after a voluntary withdrawal as long as they are in good standing both academically and financially. Day Division students should contact the Admissions Office in Boston several weeks before the beginning of the semester in which they wish to re-enroll. Continuing Education students should contact the appropriate campus. New program requirements may apply.

Re-Enrollment Following Academic Dismissal

A student academically dismissed from the College cannot attend any branch or Division of Fisher College as a degree or certificate student. Under certain circumstances, a student who has been academically dismissed may attend Fisher as a part-time, non-degree student, but only with the permission of the Vice President for Academic Affairs or Campus Director; such a student is not eligible for financial aid. Students petitioning for re-enrollment into an academic program must present evidence of ability and willingness to meet the College's standards of academic performance (for example, proof of successfully completed course work or an employer's recommendation). All requests for re-admission will be given careful consideration.

General Academic Information

The College reserves the right to:

- cancel a course for inadequate enrollment;
- remove a required course from any degree program or substitute another in its place;
- dismiss at any time students whose health, behavior, or academic performance indicates that they are unable or unwilling to conduct themselves in a manner acceptable to the College.

Neither the College nor any of its officers shall be under any liability whatsoever for such dismissal.

Library

The Fisher College Library in Boston provides learning resources designed to support the curriculum and to promote independent research. The College Library holds resources in a variety of formats including: books, periodicals, video cassettes, CD-ROMs, slides, microfiche, audiotapes, and vertical files. Students, faculty, and staff have access to the Internet, online periodical databases, World Wide Web, and e-mail in the Library. The College Library features an automated catalog and several CD-ROM databases. Since 1994, the College Library has been a member of NELINET (New England Library Network) and participates in a regional/national system of interlibrary loan.

The College Library is open during the following hours:

Monday-Thursday	8:30 a.m.	-	10:00 p.m.
Friday	8:30 a.m.	-	4:30 p.m.
Saturday	1:00 p.m.	-	4:00 p.m.
Sunday	6:00 p.m.	-	9:00 p.m.

Hours are subject to change and may vary during the summer, College vacations, and holidays.

Library materials must be checked out from the College Library at the Circulation Desk. Students, faculty, and staff are responsible for all items which are loaned to them.

All library resources which are available to Day Division students are also available to students enrolled in the Division of Continuing Education. Each DCE campus is equipped with terminals, housed in Reference

Academic Information

Rooms, through which students may search the holdings of the Fisher College Library. Each Reference Room provides for students, faculty, and staff a place to study, to do research, and to access the Internet, the online periodical databases, and the World Wide Web. Requests for items may be made by students directly to the College Library or through the staff at their DCE campus.

Students of Fisher College are also encouraged to explore local libraries for additional and supplemental resources. For students in the Day Division, the Boston Public Library is easily accessible. Students in DCE may use local libraries in their respective communities.

Any student who does not return library items which she/he has checked out, who owes excessive fines, or who willfully damages or destroys library materials, may not be permitted to register for classes, have transcripts sent, or receive grades or a degree.

▼ Day Division ▼

Please refer to the General Information, College Policies and Academic Information sections for information which applies to students in both the Day Division and the Division of Continuing Education.

▼Day Division

The Day Division of Fisher College is located in Boston's historic Back Bay, with its main office at 118 Beacon Street. The Day Division offers associate degree and certificate programs to approximately 400 women and men. The student body is comprised both of students who commute from their Boston area homes and resident students who live in attractive brownstone residence halls.

The academic year of the Day Division consists of two 15-week semesters which begin in September and January.

APPLICATION PROCEDURES

Applications and related materials are reviewed weekly. A decision is reached and applicants are notified immediately.

Requirements:

1. A completed application form.
2. A \$25 application fee.
3. An official, current transcript of grades from the high school attended.*
4. An official copy of the General Educational Development (GED) Certificate if student is not a high school graduate.

*Prior to your College graduation a final official high school transcript indicating your date of graduation must be sent to the College.

Mail all materials to: Director of Admissions
 Fisher College
 118 Beacon Street
 Boston, MA 02116

Application review will be facilitated if the application and transcript are received at the same time. The completed Fisher application can be brought to the high school guidance counselor, who will mail it to Fisher along with the transcript.

The College is open for tours and appointments six days per week throughout the year.

Telephone: (617) 236-8818

Toll Free Long Distance: In Massachusetts 1-800-821-3050

Outside Massachusetts 1-800-446-1226

FAX: (617) 236-8858 e-mail: [admissions @ fisher.edu](mailto:admissions@fisher.edu)

—or visit our website : www.fisher.edu

INTERNATIONAL APPLICATION PROCEDURES

Fisher College operates on a rolling admissions process. Applications are accepted throughout the year. You are encouraged to apply as early as possible as international correspondence and the processing of visas is a lengthy procedure. The following must be submitted:

1. A completed Fisher College Application (**Your signature is required on the application**);
2. US \$25 application fee;
3. Official copies of your secondary school transcript, with an official English translation if necessary;
4. Certificate of graduation/completion of secondary school;
5. Evidence of English Proficiency (The Test of English as a Foreign Language—TOEFL—**must** be submitted if you are a citizen of a country whose official language is not English). Institutional TOEFL scores are also accepted.

VISA INFORMATION

Once an international applicant has been accepted to Fisher College, the following must be submitted in order to receive a Form I-20 (Certificate of Eligibility) which will allow you to apply for an F-1 Student Visa at a U.S. Embassy or Consulate in your country:

1. As required by the U.S. Department of Immigration and Naturalization, the College must receive financial documentation certifying that sufficient funds are available to pay for tuition and living expenses for the first year.
2. An enrollment deposit as specified in your letter of acceptance.

ENGLISH PROFICIENCY

Since English is the language of instruction at Fisher College, all students whose first language is not English must demonstrate English language proficiency. Fisher College offers an English as a Second Language (ESL) program for students whose TOEFL score is not sufficient for admission. For all students where English is not their first language, students must score 500 or above on the TOEFL exam to begin academic work for credit. Students are permitted to begin academic work with limitations on academic load and required ESL instruction with TOEFL score of 450 or above. Students whose TOEFL score is lower than 450 may enroll in ESL courses only.

ACADEMIC CALENDAR

1998

Sunday, August 30	Dorms Open for All Students
Monday, August 31	Freshman/New Student Orientation & Testing
Tuesday, September 1	(A.M.) Registration for Non-Registered Students; (P.M.) Drop/Add Registration for Pre-Registered Students
Wednesday, September 2	Classes Begin
Wednesday, September 2	September ESL Term Begins
Monday, September 7	Labor Day (No Classes)
Wednesday, September 9	Drop/Add Period Ends & Registration Closes
Monday, October 12	Columbus Day (No Classes)
Friday, October 23	First Quarter Ends
Friday, October 23	September ESL Term Ends
Monday, October 26	October ESL Term Begins
Wednesday, November 11	Veterans' Day (No Classes)
Wednesday, November 25	Thanksgiving Recess Begins 5:00 p.m.
Sunday, November 29	Thanksgiving Recess Ends
Wednesday, December 2	Last Day to Withdraw from Class
Friday, December 11	Last Day of Classes, Fall Semester
Monday - Friday, December 14 - 18	Final Exams
Friday, December 18	October ESL Term Ends

1999

Monday, January 18	Dorms Open (Martin Luther King, Jr. Day)
Wednesday, January 20	Classes Begin
Wednesday, January 20	January ESL Term Begins
Tuesday, January 26	Drop/Add Period Ends & Registration Closes
Monday, February 15	Presidents' Day (No Classes)
Friday, March 5	Third Quarter Ends
Friday, March 12	January ESL Term Ends
Friday, March 12	Spring Recess Begins at 5:00 p.m.
Sunday, March 21	Spring Break Ends
Monday, March 22	March ESL Term Begins
Monday, April 19	Patriots' Day (No Classes)
Wednesday, April 21	Last Day to Withdraw from Class
Friday, April 30	Last Day of Classes
Monday - Wednesday, May 3 - 5	Final Exams
Thursday - Thursday, May 6 - 13	Euroweek:Rome
Friday, May 7	March ESL Term Ends
Monday, May 10	May ESL Term Begins
Saturday, May 15	Graduation
Friday, June 25	May ESL Term Ends
Tuesday, July 6	July ESL Term Begins
Friday, August 20	July ESL Term Ends

EUROWEEK

Euroweek is designed to supplement classroom learning and enhance the academic experience of the Fisher College student by incorporating travel to an international destination each year into the academic curriculum. Special events during the academic year will prepare students for maximum enjoyment and benefit from this international experience.

All full-time day division students who have completed or are in the fourth consecutive semester will be eligible to take advantage of the program. All participants must be in good academic and social standing at the College and be prepared to comply with the academic and social guidelines of the program.

Travel, accommodations and all arrangements are paid by the College. Some meals and personal expenses will be assumed by travelers.

Destination for Academic Year 1998-1999:

Rome, Italy

Dates of the Euroweek:

May 6 - 13, 1999

STUDENT SERVICES

Beginning with the first contact with the College and continuing until graduation, the student is offered assistance in many ways, including career, academic, residential, personal, and health counseling.

Academic Counseling

Each student is assigned a faculty advisor who takes a personal interest in the student's academic progress and who is always available for counseling.

Academic Support Center

For students desiring additional academic help, the College has established an Academic Support Center where tutoring, study skills assistance, and special academic materials are available on a drop-in basis.

Counseling Services

The College Counselor offers individual and group counseling to all full-time Fisher College students. All counseling services are strictly confidential; issues of student privacy are considered to be of the utmost importance. Under ordinary circumstances no one is given any information regarding student visits to the counseling office, without the individual's written consent. Appointments are made at the Counseling Office or by telephone.

International Student Advising

The International Student Advisor is available to assist all international students with matters related to immigration, employment, cross-cultural issues and personal concerns. Orientation for new students is planned for each semester in order to help students adjust to Fisher College, the city of Boston and life in the United States.

Placement Counseling

The Placement Office provides Fisher graduates, within the continental U.S., with free, lifetime assistance in job placement, helping them locate career opportunities, prepare resumes, and develop interview techniques.

Resident Counseling

Resident Directors are available to advise students about dorm life (more under "Residential Life").

Student Activities

Students are encouraged to participate and assist in the planning of a variety of activities. Activities vary every semester depending on student interest. Popular activities include: White water rafting, Christmas Ball, Family Weekend, Mardi Gras Celebrations and theme dinners. Participating in student activities is a fun way to get involved with the Fisher College community.

Health Clinic

A Clinic staffed by a physician and a registered nurse is provided for all Day Division students. The staff is always prepared to answer questions, offer advice, and provide treatment. The College Nurse is on duty in the Health Clinic Monday through Friday, and the College Physician holds office hours in the Clinic daily. Charges for these visits are covered by the Student Health Insurance, included in the Comprehensive Fee. Students are responsible for charges exceeding insurance coverage (see below). The Health Clinic can provide details regarding confidentiality of medical records.

Immunization — The Health Clinic requires that all students have a physical examination and that their records of immunization be up to date. Massachusetts state law requires the immunization of all full-time students and all Health Science students regardless of age. Evidence must be presented that the student has had a recent Mantoux test (within the past year) and has been fully immunized against measles, mumps, rubella, diphtheria and tetanus **in order to register for classes**. The

completed health form **must** be returned to the Health Clinic before the school semester begins.

Insurance Coverage — All full-time Day Division students are covered by a limited insurance plan. A brochure is sent to every student explaining the coverage and copies are available in the Health Clinic. Read the brochure carefully to be aware of the limitations and exclusions of the policy. Claim forms may be obtained from the Health Clinic and must be filled out properly and submitted to the insurance agent within 90 days after the first day of treatment. Failure to do so may lead to the denial of the claim by the insurance company. This policy does not give unlimited coverage. The student may wish to carry additional coverage.

Clubs and Organizations

Students are encouraged to gain organizational experience by joining clubs and planning events. Many student organizations are available. Some of the clubs and organizations which have recently been active at the College include: Women's Issues Group; Volunteer Community Service Club; Phi Theta Kappa Honor Society; Basketball Team (Fisher Falcons); Running Club; Yearbook Organization; Accounting Club; Soccer Team; Commuters' Club; International Club; and Fisher Student Forum.

College Bookstore

College Bookstore facilities are located in the Mall of 116 Beacon Street. Books and supplies are available, as well as Fisher T-shirts, sweatshirts, notions, and souvenirs. Keep in mind that books and supplies are not included in the College Tuition or Comprehensive Fee. The College Bookstore is open from 8:30 a.m. until 4:00 p.m. on weekdays.

Dining Room

The Dining Room is located off the Mall at 116 Beacon Street. The Dining Room is available to all students, faculty, and staff.

All dorm students are entitled to three meals per weekday and two meals on weekends and holidays in the College Dining Room. Identification cards are necessary for admittance. Non-resident students may use the College Dining Room for a minimal fee. Dining Room hours:

Monday-Friday

Breakfast	7:30 a.m.-9:30 a.m.
Lunch	11 a.m.-2 p.m.
Dinner	4:30 p.m.-7 p.m.

Saturday-Sunday

Brunch	11:30 a.m.-1:30 p.m.
Dinner	5 p.m.-7 p.m.

Identification Cards

Each student is given a picture ID card upon entering Fisher College. This ID should be carried with the student at all times and must be presented in order to use Fisher dining facilities. There is a \$10 replacement charge for lost ID cards.

RESIDENTIAL LIFE

Residence Halls

Fisher College has four dormitories—Carty Hall, Edmund Hall, Robert Smith Hall, and Sarah Mortimer Hall—each housing 50 to 70 students.

Resident Directors and Resident Assistants

Every residence hall has a Resident Director, whose function is to help the students develop and maintain a positive environment. She/he is aided in this task by student Resident Assistants, who coordinate the activities of the residence hall and work with the Resident Director in achieving the collective goals of the hall. Each residence hall, through its Resident Assistants Committee, is expected to establish a spirit of cooperation and mutual consideration among the residents.

Campus Security

Fisher College's campus police/security force is on duty 24 hours a day; however, security is everyone's responsibility. We are all concerned and responsible for the safety and security of all residence halls and all College-owned property. Residents should be aware that the College specifically prohibits entrance to restricted areas such as the roof, fire escapes, balconies, buildings closed for vacation, etc. Fisher College Campus Police/Security strictly enforces Drug and Alcohol policies. The campus security report is available upon request from campus police located at 116 Beacon Street, Boston.

Student Handbook

The Student Handbook, distributed to all students upon arrival, provides detailed information regarding residence halls at Fisher, facts for commuters, and additional information on College policies.

COMMUTING LIFE

Students living off campus must file a local home address in the Registrar's Office upon arrival at the College.

Transportation

Fisher College is easily accessible by public transportation. We are located near the Arlington Street T-stop.

Parking

Parking is not available on College property; however, Beacon Street and the surrounding areas do have metered parking on the street. Two large parking garages are within walking distance.

Lockers

Locker keys are obtained from the College Bookstore in the Mall. There is a charge of \$10 for the key and locker rental for the academic year. At the close of the academic year, a refund of \$5 is made to the student when the locker key (and lock, where applicable) is returned to the Bookstore. There is a \$5 charge for lost keys.

ENGLISH AS A SECOND LANGUAGE (ESL)

Fisher College has two types of English as a Second Language (ESL) instruction, the bimonthly programs and the semester courses offered throughout the year. All ESL instruction is taught by highly qualified faculty in small classes utilizing the latest audio/visual ESL materials. College dining and dormitory facilities are available to ESL students at Fisher College. Application for ESL instruction at Fisher College can be obtained by writing the Fisher College Admissions Office, 118 Beacon Street, Boston, MA 02116, USA.

ESL Programs

The bimonthly ESL Programs are open to international students who want to enhance their English language skill and to those who plan to attend Fisher College as full-time students.

ESL Courses

During the academic year, Fisher College offers Intermediate and Advanced ESL course instruction. These courses are available on a semester basis in September and January.

FINANCIAL INFORMATION

Required Expenses - Day Division Academic Year 1998-1999

Application Fee	\$ 25
Annual Tuition	\$12,000
Annual Room and Board (seven days per week)	\$6,800*
Comprehensive Fee	\$1,100

*If a student requests a single room an additional charge of \$1,500 (non-refundable) will be made.

Fisher's application fee, to accompany each student's application, is \$25. This fee, which covers the expenses involved in handling the applicant's portfolio, is not refundable and is not credited toward tuition.

The charge for tuition, room, and board is an annual fee and is due in payments on June 1, September 1, and January 2. Payments may be made by cash, check, wire transfer, money order, or credit card (MasterCard, Visa, Discover).

The Comprehensive Fee for all students includes health insurance, infirmary care, laboratory fees, computer use, course overload, student activity subsidies, and graduation fees.

An additional fee of \$200 will be charged to each PTA course with a laboratory component. Total fees for the year will be approximately \$800.

Financial aid awards will be disbursed in two equal payments and will be applied to the September and January billings. College Work Study will be credited as earned. Stafford Loans (GSL) will be credited when the funds have been received.

These charges do not include the costs of books and supplies. Students receiving financial aid will be billed for any uncovered expenses in accordance with the Fisher College Payment Schedule. A special financial plan of equal monthly payments, from May through April, with a finance fee, may be arranged through the Bursar's Office.

Payment Schedule - Day Division 1998

	Freshman Commuter	Freshman Resident	Senior Commuter	Senior Resident
Initial Deposit within 15 days of acceptance*	\$ 200	\$ 400	\$ 0	\$ 0
Senior Resident Hall Reservation \$0 (non-refundable) due June 1		\$0	\$0	\$200
June 1	\$3,075	\$3,075	\$3,075	\$3,075
September 1	\$3,275	\$6,660	\$3,475	\$6,710
January 2	\$6,550	\$9,950	\$6,550	\$9,950
TOTAL ANNUAL CHARGES	\$13,100	**\$20,085	\$13,100	\$19,935
*Refundable to May 1, 1998				

* Rooms will not be officially reserved until payment is received.

** A refundable resident hall damage deposit of \$150 is required for dormitory students. Deductions will be made for any damage done in the College dormitories. The balance will be refunded at the close of the senior year.

The Board of Trustees reserves the right to adjust charges in accordance with changing costs of operation. Payment must be made prior to registration for classes. A student whose payments are in arrears may not be allowed to attend classes, to remain in dormitories, to use any College services, to take examinations, to participate on the Euroweek Program, to have transcripts sent, or to receive grades or a degree.

Students who terminate enrollment, including voluntary withdrawals, illness, suspension or dismissal, may be eligible for a refund. Refunds will be determined based on the schedule on the following page. Financial Aid may be applied to all or part of the charges. The withdrawal date is the date that the notice in writing is either received by the Vice President for Academic Affairs or postmarked if mailed.

FALL SEMESTER

Withdrawal Period	Date Ending	Tuition Refund
Prior to registration	September 1, 1998	100%
Withdrawal within first week	September 9, 1998	80%
Withdrawal within second week	September 16, 1998	60%
Withdrawal within third week	September 23, 1998	40%
Withdrawal within fourth week	September 30, 1998	20%
After the fourth week		0%

SPRING SEMESTER

Withdrawal Period	Date Ending	Tuition Refund
Prior to registration	January 19, 1999	100%
Withdrawal within first week	January 27, 1999	80%
Withdrawal within second week	February 3, 1999	60%
Withdrawal within third week	February 10, 1999	40%
Withdrawal within fourth week	February 17, 1999	20%
After the fourth week		0%

* The total charge for purpose of refunds does not include the non-refundable deposit for entering students, the single room charge, or the residence hall reservation deposit.

** Excepting initial deposit of acceptance

▼Financial Aid--Day Division

Fisher College provides financial aid from a variety of Federal, State and institutional sources. Financial Aid consists of grants, loans, scholarships and employment which are awarded based on financial need. Financial need is determined through the Free Application for Federal Student Aid (FAFSA) which must be filed each year. In order to be eligible a student must meet all of the following criteria:

1. be accepted and enrolled in an eligible degree or certificate program;
2. be a US Citizen or eligible non-citizen;
3. have a High School diploma or its recognized equivalent;
4. maintain satisfactory academic progress;
5. not owe a refund on a Federal Pell Grant or be in default of a Title IV Loan;
6. be enrolled on at least a half time basis if applying for a student loan, and at least 3 credits for a Federal Pell Grant, depending on financial need;
7. files a statement of educational purpose;
8. has a correct social security number;
9. satisfies the Selective Service registration requirements.

APPLICATION PROCESS

To determine eligibility Fisher College requires that students and parents complete the Free Application for Federal Student Aid (FAFSA), a Financial Aid Verification Worksheet, and all appropriate income verification documentation. Once the FAFSA is processed, an ISIR (Institutional Student Information Report) is received by the Financial Aid Office. Student eligibility is determined based on the information provided from the ISIR and an Award Letter is mailed to the student. Once the student returns the signed and accepted Award Letter, the financial aid will be processed according to Federal and State regulations. Applications are available year-round; however, due to funding limits, students are urged to apply early (after January 1 of each academic year).

HOW NEED IS DETERMINED

Eligibility for financial aid is based upon the cost of attendance for the student enrolled at Fisher College and the contribution that is expected from the family as determined by the FAFSA calculation.

The total cost of attendance is an estimate of all expenses the student normally incurs during the academic year. Tuition, room and board or living expenses, books and supplies, meal plans, transportation expenses and personal expenses are all factored into the cost of attendance budget.

The family contribution portion consists of the total resources that can be reasonably expected from parents and students. The family contribution is determined through a need analysis of the information provided on the FAFSA and calculated using the US Department of Education's formula.

Cost of Attendance - Family Contribution = Need

The types and amounts of aid vary depending on the resources available through the College, eligibility requirements of individual federal programs, and resources available in relation to receipt of the FAFSA. A student is eligible for financial aid up to the amount of their need. Awards are determined based on the EFC Expected Family Contribution as provided from the FAFSA. Financial aid awards are disbursed in two equal payments for the Day Division. Awards will be applied to the student's account as the funds become available based on eligibility. The Awarding Policy is available in the Financial Aid Office.

FEDERAL FINANCIAL AID SOURCES

Federal Pell Grant

The Pell Grant provides funds to students who demonstrate a high level of need. This entitlement program ranges from \$400 to \$3,000 per year for low-income students.

Federal Supplemental Educational Opportunity Grant (SEOG)

These federal funds are awarded to students with exceptional financial need. SEOG funds are awarded to the neediest Pell Grant recipients on a funds available basis and range from \$100 to \$1,500.

Federal Perkins Loan Program

The Perkins Loan is a low interest, long-term loan offered to students with exceptional financial need. The interest rate is 5% with repayment beginning nine months after the student ceases to be enrolled. Additional terms and conditions of the loan will be provided upon disbursement or upon request.

Federal College Work Study

This program provides students the opportunity to work both on and off campus. This award is paid directly to students on a monthly basis for hours worked. Hourly pay rates may differ depending upon the type of employment, but may not be less than the Massachusetts minimum hourly wage. The terms and conditions of placement will be explained prior to employment.

Federal Subsidized Stafford Loan Program

A low-interest, long-term loan available through participating banks. The variable interest charge for new borrowers will be paid to the bank by the federal government while students are in school and during a six-month grace period after leaving school. This loan is based on financial need. Award amounts vary depending on student eligibility. Students must be enrolled at least half-time in an eligible program. Repayment begins six months after the student ceases to be enrolled at least half-time, with a minimum monthly payment of \$50 for up to ten years. Additional terms and conditions of the loan will be provided upon disbursement or upon request.

Federal Unsubsidized Stafford Loan Program

A federally guaranteed loan available to "independent" students to help meet costs of education. This program is identical to the Federal Subsidized Stafford Loan except that the interest is not subsidized by the federal government. Interest will accrue while the student is enrolled in school. The student may defer the interest and principal until repayment begins; pay the accrued interest while in school, deferring only the principal; or begin repayment of principal and interest immediately. Additional terms and conditions of the loan will be provided upon disbursement or upon request.

Federal PLUS Loan Program

PLUS Loans enable parents with good credit histories to borrow to pay the education expenses of each child who is a dependent undergraduate student enrolled at least half-time. The yearly limit on the PLUS Loan is equal to the cost of attendance minus any other financial aid received.

ALTERNATIVE LOAN PROGRAM

These programs are not based upon financial need. Eligibility is primarily determined by credit rating and debt-to-income ratio. Before pursuing any supplemental loans, students and families are encouraged to explore available federal, state, private, and College financial assistance.

TERI Loans

These loans are offered through The Educational Resources Institute and allow credit worthy applicants to borrow up to the cost of education minus any financial aid received. For more information, please contact the Financial Aid Office.

STATE FINANCIAL ASSISTANCE

MASSGrant

Full-time residents of Massachusetts are eligible to receive funds of \$400 to \$2,500 per academic year. In order to apply for these funds, Question #102 of the FAFSA must be left blank. The MASSGrant application deadline is May 1 of each year.

MASS Part-time Grant

Part-time residents of Massachusetts are eligible to receive funds of \$200 to \$1,250 per academic year. In order to apply for these funds, Question #102 of the FAFSA must be left blank. The MASSGrant application deadline is May 1 of each year.

Massachusetts No-Interest Loan Program (NIL)

The NIL loan is an interest free loan available to Massachusetts residents enrolled full-time. Repayment begins six months after the student ceases to be enrolled at least half-time, with a minimum monthly payment of \$50 for up to ten years. Additional terms and conditions of the loan will be provided upon disbursement or upon request.

Gilbert Grants

The Gilbert Grant may be awarded by Fisher College for Massachusetts residents attending full time (12 credits or more).

Performance Bonus Grants

Awards of \$350 per academic year may be available to Massachusetts residents who are eligible to receive the MASSGrant and who have a cumulative Grade Point Average (GPA) of 3.0 or higher and have completed a minimum of 24 credits beyond high school.

Other State Scholarships

The states of Maine, New Hampshire, Pennsylvania, Rhode Island, and Vermont allow residents to use their state scholarship funds at colleges in Massachusetts. In order to apply for these funds, Question # 102 on the FAFSA must be left blank. For information on application deadlines or other eligibility requirements, students are encouraged to contact their guidance counselor or the Financial Aid Office.

INSTITUTIONAL SCHOLARSHIPS

Fisher Trustee Scholarship

Each year the Board of Trustees allocates institutional funds to assist students with financial need. Fisher Trustee Scholarship awards are used primarily to supplement aid from federal and state sources.

Fisher Honor Scholarship

Fisher College awards to 20 incoming Day Division freshmen each year a scholarship of \$1,200 on the basis of academic and personal achievement in high school. Students are selected for this award based on a careful consideration of both their individual scholastic achievement, as well as their overall contribution to their high school and community. These awards, which are not based upon financial need, are renewable for a second year provided that the student maintains a 3.0 grade point average. (However, second year students are not eligible if they did not receive a scholarship award during the freshman year.)

Computer Technology Scholarship

Students entering the College in the fall of 1998 will be eligible for a scholarship up to \$2,500 per year. Students will be selected based on the

Day Financial Aid

following criteria: maintain enrollment in the Computer Technology program, maintain an overall 2.0 GPA, with a minimum of a 2.5 GPA in the core computer courses.

SATISFACTORY ACADEMIC PROGRESS

The United States Department of Education has established regulations regarding satisfactory academic progress for use in awarding of student financial assistance. These regulations provide parameters for institutions to use in establishing their specific standards of satisfactory progress for purposes of awarding all federal student financial assistance. Students who are not making satisfactory academic progress are prohibited from receiving financial aid. A complete copy of the Fisher College criteria for determining satisfactory academic progress is available in the Financial Aid Office.

FINANCIAL AID REFUND POLICY

Financial aid recipients who are first-time credit course enrollees and withdraw within the first 60% of the term receive the federal pro-rata refund calculation. Contact the Financial Aid Office for a copy of this policy.

▼Program Requirements

ACADEMIC PROGRAMS--DAY DIVISION

The academic programs offered at Fisher College combine the study of liberal arts and science with the professional skills demanded by a modern work environment. All entering students are administered diagnostic examinations in the areas of written expression and mathematics and are placed in the appropriate level of challenge. The computer is an integral component of most programs leading to degrees and certificates.

Fisher College believes that students achieve greater success when they have specific educational goals toward which to work. Every Fisher student declares a program major upon entry to the College. The academic programs are designed with a degree of flexibility so that, generally, a student may change his or her major without difficulty or adverse consequences. Faculty advisors in the Day School are assigned to each student to assist in selecting the appropriate courses necessary to meet educational objectives.

Fisher College is accredited by the New England Association of Schools and Colleges, Inc. and the American Physical Therapy Association. Credits earned at Fisher are generally transferable to similar upper-level baccalaureate programs of four-year colleges and universities. Because specific program requirements vary among institutions, students wishing to transfer should work closely with their faculty advisor and the College transfer counselor to ensure the maximum transfer of credit.

ACCOUNTING

Associate in Science Degree

The Accounting program mission is to provide students with the opportunity to obtain a well-rounded education in order for them to function effectively and successfully in the general business environment and specifically in the field of accounting. The curriculum is designed to provide a learning environment for students which will give them a thorough overview of accounting as well as improve their analytical and logical abilities, their communication and interpersonal skills, and their social and ethical awareness in the business world.

		Credit Hours	
First Year		1st Sem.	2nd Sem.
AC 121	Financial Accounting	3	
AC 122	Managerial Accounting		3
CS 125	Introduction to Computer Spreadsheets	3	
EN 101	English I: Expository Writing	3	
EN 102	English II: Literature and the Critical Essay		3
IS 101	Freshman Seminar	3	
LA 103	Business Law and the Legal Environment I		3
MA 105-106	Basic Algebra I & II*	3	3
	Humanities Elective		3
Total Credits		15	15
Second Year			
AC 203	Computer Based Accounting	3	
AC 204	Income Taxes		3
CM 105	Public Speaking		3
EC 101	Macroeconomics	3	
EC 102	Microeconomics		3
FI 101	Introduction to Finance	3	
MG 201	Principles of Management	3	
PS 101	Introduction to Psychology	3	
	Program Elective**		3
	Free Elective		3
Total Credits		15	15

* A minimum math competency of MA 106 is required. Substitution with another Math or Science elective is possible, but only after MA 106 or higher (MA 107-110, 121) has been completed.

** Program electives can be chosen from AC, FI, MG, or MK..

Minimum credits required for graduation--60.

ADMINISTRATIVE ASSISTANT: EXECUTIVE CONCENTRATION

Associate in Science Degree

This program offers a balance of liberal arts courses and training in state of the art computer technology to meet the demand for well-trained executive administrative assistants and will help to improve interpersonal, organization and communication skills—modern skills needed to function effectively in the high-tech office.

		Credit Hours	
First Year		1st Sem.	2nd Sem.
AA 102	Intermediate Keyboarding		3
BU 101	Introduction to Business	3	
EN 101	English I: Expository Writing	3	
EN 102	English II: Literature and the Critical Essay		3
IS 101	Freshman Seminar	3	
	Humanities Elective		3
	Social Science Electives	3	3
	Free Elective*	3	
	Computer Science Elective		3
	Total Credits	15	15
Second Year			
AA 111	Speedwriting	3	
AA 201	Advanced Keyboarding & Document Processing		3
AA 223	Word Processing Operations	3	
AA 224	Advanced Word Processing w/Desktop Pub.		3
AA 233	Office Administration Practicum		3
BU 103	Business Communication	3	
MA 105	Basic Algebra I**		3
	Humanities Elective	3	
	Math/Science Elective	3/4	
	Free Elective		3
	Total Credits	15/16	15

* Students should enroll in AA 101, Introductory Keyboarding, as a free elective, or demonstrate document formatting knowledge and a touch keyboarding skill of 25 words per minute on a three-minute timing through a placement test.

** A higher level of math (MA 106-110, 121) may be substituted.

Minimum credits required for graduation--60.

ADMINISTRATIVE ASSISTANT: INTERNATIONAL CONCENTRATION

Associate In Science Degree

Blending internationally oriented liberal arts courses, up-to-date business technologies and elements of Fisher's highly successful Travel and Hospitality Management program, this program is designed for the student eager to work in a multi-national business environment.

			Credit Hours	
First Year			1st Sem.	2nd Sem.
AA 102	Intermediate Keyboarding*			3
BU 101	Introduction to Business		3	
EN 101	English I: Expository Writing		3	
EN 102	English II: Literature and the Critical Essay			3
GE 103	World Geography			3
IS 101	Freshman Seminar		3	
	Foreign Language** (OR)			
	Humanities Electives		3	3
	Computer Science Elective			3
	Free Elective		3	
Total Credits			15	15
Second Year				
AA 201	Advanced Keyboarding & Document Processing			3
AA 223	Word Processing Operations		3	
AA 224	Advanced Word Processing w/Desktop Pub.			3
AA 233	Office Administration Practicum			3
BU 103	Business Communication		3	
GV 103	Introduction to International Relations		3	
MA 105	Basic Algebra I***		3	
MG 215	International Business Relations			3
	Math/Science Elective			3/4
	Free Elective		3	
Total Credits			15	15/16

* Students should enroll in AA 101, Introductory Keyboarding, as a free elective, or demonstrate document formatting knowledge and a touch keyboarding skill of 25 words per minute on a three-minute timing through a placement test.

** A minimum of one year college-level foreign language competency is required, but can be waived through demonstrating conversational competency in a foreign language. If language is waived, humanities electives are required.

*** A higher level of math (MA 106-110, 121) may be substituted.

Minimum credits required for graduation--60.

ADMINISTRATIVE ASSISTANT: LEGAL CONCENTRATION**Associate In Science Degree**

This program provides a well-balanced curriculum of office and computer skills, legal document preparation and legal procedures, as well as carefully chosen courses in the liberal arts and law. There is a strong demand for graduates who can work effectively with paralegals and lawyers.

		Credit Hours	
First Year		1st Sem.	2nd Sem.
AA 102	Intermediate Keyboarding*		3
BU 101	Introduction to Business	3	
EN 101	English I: Expository Writing	3	
EN 102	English II: Literature and the Critical Essay		3
GV 105	The American Legal System	3	
IS 101	Freshman Seminar	3	
LA 103	Business Law and the Legal Environment I		3
MA 105	Basic Algebra I**		3
	Computer Science Elective	3	
	Humanities Elective		3
	Total Credits	15	15
Second Year			
AA 111	Speedwriting	3	
AA 201	Advanced Keyboarding & Document Processing		3
AA 223	Word Processing Operations	3	
AA 224	Advanced Word Processing w/Desktop Pub.		3
BU 103	Business Communication	3	
LA 203	Law Office Practice		3
	Humanities Elective	3	
	Math/Science Elective		3/4
	Social Science Elective		3
	Free Elective	3	
	Total Credits	15	15/16

* Students should enroll in AA 101, Introductory Keyboarding, as a free elective, or demonstrate document formatting knowledge and a touch keyboarding skill of 25 words per minute on a three-minute timing through a placement test.

** A higher level of math (MA 106-110, 121) may be substituted.

Minimum credits required for graduation--60.

ADMINISTRATIVE ASSISTANT: MASS COMMUNICATIONS CONCENTRATION

Associate In Science Degree

The Mass Communications Administrative Assistant Program provides the student with the administrative communication and computer skills needed for a classic "foot in the door" in the competitive communications industry. In this joint program students choose one communications course each semester to prepare them as administrative support in radio or television.

		Credit Hours	
First Year		1st Sem.	2nd Sem.
AA 102	Intermediate Keyboarding*		3
BU 101	Introduction to Business	3	
EN 101	English I: Expository Writing	3	
EN 102	English II: Literature and the Critical Essay		3
IS 101	Freshman Seminar	3	
	Humanities Elective		3
	Mass Communications Courses**	3	3
	Math/Science Elective		3/4
	Social Science Elective	3	
	Total Credits	15	15/16
Second Year			
AA 201	Advanced Keyboarding & Document Processing		3
AA 223	Word Processing Operations	3	
AA 224	Advanced Word Processing w/Desktop Pub.		3
AA 233	Office Administration Practicum		3
BU 103	Business Communication	3	
MA 105	Basic Algebra I***	3	
	Mass Communications Courses**	3	3
	Humanities Elective		3
	Social Science Elective	3	
	Total Credits	15	15

* Students should enroll in AA 101, Introductory Keyboarding, as a free elective, or demonstrate document formatting knowledge and a touch keyboarding skill of 25 words per minute on a three-minute timing through a placement test.

** Courses in Mass Communications will be selected from Emerson College or Massachusetts Communications College under advisement of the program director. A student may enroll in no more than four (4) such courses without incurring additional tuition fees.

*** A higher level of math (MA 106-110, 121) may be substituted.

Minimum credits required for graduation--60.

ADMINISTRATIVE ASSISTANT: MEDICAL CONCENTRATION**Associate In Science Degree**

This program combines medical and computer-based office administration courses with liberal arts offerings to prepare graduates as integral members of the health care administration team. Graduates are employed in hospitals, HMO's, medical clinics, and physicians' offices.

		Credit Hours	
First Year		1st Sem.	2nd Sem.
AA 102	Intermediate Keyboarding*		3
CS 101	Introduction to Computers		3
EN 101	English I: Expository Writing	3	
EN 102	English II: Literature and the Critical Essay		3
IS 101	Freshman Seminar	3	
MA 105	Basic Algebra I**	3	
ME 102	Administrative Procedures for the Medical Office		3
SC 125	Human Physiology***	3	
	Humanities Elective		3
	Free Elective	3	
Total Credits		15	15
Second Year			
AA 223	Word Processing Operations	3	
AA 224	Advanced Word Processing w/Desktop Pub.		3
BU 103	Business Communication	3	
ME 201	Medical Terminology	3	
ME 213	Medical Insurance Billing	3	
ME 225	Medical Record Transcription		3
PS 101	Introduction to Psychology		3
	Humanities Elective		3
	Social Science Elective	3	
	Free Elective		3
Total Credits		15	15

* Students should enroll in AA 101, Introductory Keyboarding, as a free elective, or demonstrate document formatting knowledge and a touch keyboarding skill of 25 words per minute on a three-minute timing through a placement test.

** A higher level of math (MA 106-110, 121) may be substituted.

***Satisfied by the successful completion of SC, 102 Anatomy and Physiology II.

Minimum credits required for graduation--60.

BUSINESS ADMINISTRATION

Associate in Science Degree

This two-year program combines a foundation in general management theory with skill development in human resources, management, and accounting. Upon attainment of the Associate Degree in Business Administration, the student will be ready to enter a career or transfer to a baccalaureate program.

Graduates typically find employment in fields including banking, insurance, retailing and wholesaling, personnel, advertising, manufacturing, government, transportation and healthcare.

			Credit Hours	
First Year			1st Sem.	2nd Sem.
AC 121	Financial Accounting		3	
AC 122	Managerial Accounting			3
EN 101	English I: Expository Writing		3	
EN 102	English II: Literature and the Critical Essay			3
IS 101	Freshman Seminar		3	
LA 103	Business Law and the Legal Environment I		3	
MA 105-106	Basic Algebra I & II*		3	3
PS 101	Introduction to Psychology			3
	Humanities Elective			3
Total Credits			15	15
Second Year				
EC 101	Macroeconomics		3	
EC 102	Microeconomics			3
MG 201	Principles of Management		3	
MG 202	Human Resource Management			3
MK 201	Principles of Marketing			3
	Computer Science Elective**		3	
	Humanities Elective		3	
	Free Electives***		3	6
Total Credits			15	15

* A minimum math competency of MA 106 is required. Substitution with another math or science elective is possible, but only after MA 106 or higher (MA 107-110, 121) has been completed.

** AC 203, Computer Based Accounting, will satisfy Computer Science elective for this program.

*** Free Elective Choices—Consult your advisor. In general, students planning to begin employment upon graduation are advised to take keyboarding, word processing, and computer application courses. Students contemplating transfer to a bachelors degree business administration program should consult with their advisor or Campus Director regarding specific requirements.

Minimum credits required for graduation--60.

COMPUTER TECHNOLOGY

Associate in Science Degree

Computer related occupations top the lists of careers with highest growth potential.

This program is designed for an individual interested in an entry-level position in a business or professional office where most operations are computerized. The program acquaints the student with both software applications and hardware configurations widely utilized by modern business.

The Computer Technologist, in a small business, might be the only trained computer employee. It is more likely, that the Computer technologist would assist a more senior computer specialist in troubleshooting day-to-day problems arising from the operation of computer applications throughout the organization.

		Credit Hours	
First Year		1st Sem.	2nd Sem.
AA 223	Word Processing Operations*		3
BU 101	Introduction to Business		3
CS 107	Computer Operating Systems	3	
CS 125	Introduction to Computer Spreadsheets		3
EN 101	English I: Expository Writing	3	
EN 102	English II: Literature and the Critical Essay		3
IS 101	Freshman Seminar	3	
MA 106	Basic Algebra II**		3
	Computer Science Elective***	3	
	Social Science Elective	3	
	Total Credits	15	15
Second Year			
CM 105	Public Speaking	3	
CS 103	BASIC Programming I	3	
CS 123	Computerized Database Management Systems		3
CS 243	Systems Analysis and Design		3
	Computer Science Elective***	3	
	Humanities Electives	3	3
	Social Science Elective	3	
	Free Electives		6
	Total Credits	15	15

* Students should enroll in AA 101, Introductory Keyboarding, as a free elective, or demonstrate document formatting knowledge and a touch keyboarding skill of 25 words per minute on a three-minute timing through a placement test.

** A minimum math competency of MA 106 is required. Substitution with another math or science elective is possible, but only after MA 106 or higher (MA 107-110, 121) has been completed.

*** Select any CS course, except CS 101.

Minimum number of credits required for graduation--60.

EARLY CHILDHOOD EDUCATION

Associate in Arts Degree

This program introduces a broad base of theoretical and practical knowledge of the intellectual, emotional, social, and physical development of the child from conception through the preschool years.

			Credit Hours	
First Year			1st Sem.	2nd Sem.
ED 103	Introduction to Early Childhood Education		3	
ED 121	Preschool Curricula			3
EN 101	English I: Expository Writing		3	
EN 102	English II: Literature and the Critical Essay			3
IS 101	Freshman Seminar		3	
MA 105	Basic Algebra I*		3	
PS 101	Introduction to Psychology		3	
PS 103	Child Development			3
	Math/Science Elective			3/4
	Humanities Elective			3
Total Credits			15	15/16
Second Year				
ED 200	Early Childhood Internship I		4	
ED 201	Early Childhood Internship II (OR) Free Elective**			3/4
ED 204	Strategies for Children's Behavior		3	
ED 205	Children with Special Needs			3
	Humanities Elective		3	
	Social Science Electives		3	3
	Free Electives*		3	6
Total Credits			16	15/16

* A higher level of math (MA106-110, 121) may be substituted.

** Students should select these courses after consulting advisor regarding their specific career objectives.

Minimum credits required for graduation--61.

FASHION MERCHANDISING

Associate in Science Degree

This program is a leader in Fashion Merchandising education and provides the student with a broad background in the fashion merchandising and retail management sectors. Upon completion of the program students will have the knowledge and skills necessary to enter the exciting fashion industry.

		Credit Hours	
First Year		1st Sem.	2nd Sem.
BU 101	Introduction to Business	3	
CM 105	Public Speaking		3
CS 125	Introduction to Computer Spreadsheets		3
EN 101	English I: Expository Writing	3	
EN 102	English II: Literature and the Critical Essay		3
FM 102	Fashion Merchandising	3	
FM 105	History of Costume	3	
FM 106	Visual Merchandising (OR)		
FM 201	Fundamentals of Apparel Design		3
IS 101	Freshman Seminar	3	
	Fine Arts Elective*		3
Total Credits		15	15
Second Year			
FM 101	Retail Management	3	
FM 103	Textile Science	3	
FM 200	Fashion Merchandising Internship (OR)		
	Free Elective	3	
FM 209	Retail Buying		3
MA 105	Basic Algebra I**	3	
	Social Science Electives***	3	3
	Math/Science Elective		3/4
	Free Electives		6
Total Credits		15	15/16

* At least three credits must be taken from either FA 101, FA 102, or FA 103.

** A higher level of math (MA 106-110, 121) may be substituted.

*** Students planning to transfer to a bachelors degree program should consult with their advisor before choosing these electives.

Minimum credits required for graduation--60.

FASHION MERCHANDISING: FASHION DESIGN OPTION

Associate in Science Degree

Fashion Design courses are offered at The School of Fashion Design for Fisher College students enrolled in the Fashion Merchandising program: Fashion Design Option. Students select specific fashion design courses with the assistance of their academic advisor or program director.

		Credit Hours	
First Year		1st Sem.	2nd Sem.
EN 101	English I: Expository Writing	3	
EN 102	English II: Literature and the Critical Essay		3
FA 101	Drawing, Painting and Visual Fundamentals		3
FM 102	Fashion Merchandising	3	
FM 105	History of Costume	3	
FM 201	Fundamentals of Apparel Design		3
FM 205	Fashion Illustration		3
IS 101	Freshman Seminar	3	
	Fashion Design Courses	5	5
Total Credits		17	17
Second Year			
CM 105	Public Speaking	3	
FM 103	Textile Science	3	
FM 208	Fashion Coordination		3
FM 209	Retail Buying		3
MA 105	Basic Algebra I*	3	
	Math/Science Elective		3
	Social Science Electives	3	3
	Fashion Design Courses	5	
Total Credits		17	12

* A higher level of math (MA 106-110, 121) may be substituted.

Minimum credits required for graduation--63.

HUMAN SERVICES

Associate in Science Degree

Graduates of the Human Services Program work under professional supervision to provide, manage, and coordinate a variety of intervention services to a diverse population. Program graduates are able to gather and report relevant data for effective case management, use culturally sensitive communication, and identify effective advocacy strategies for a variety of individual and group needs.

By combining course work in the liberal arts and human services with appropriate field training, graduates acquire the theoretical and practical foundations to assume a professionally responsible role within the human services industry.

Program graduates are also prepared academically to continue their study in a baccalaureate degree program in human service delivery fields, including but not limited to education, corrections, geriatrics, health care, counseling, and youth and family services.

		Credit Hours	
First Year		1st Sem.	2nd Sem.
CM 105	Public Speaking		3
CS 101	Introduction to Computer	3	
EN 101	English I: Expository Writing	3	
EN 102	English II: Literature and the Critical Essay		3
HS 101	Introduction to Human Services		3
IS 101	Freshman Seminar	3	
MA 105	Basic Algebra I*	3	
PS 101	Introduction to Psychology	3	
PS 105	Human Development		3
SC 129	Human Biology**		4
Total Credits		15	16
Second Year			
GV 105	The American Legal System	3	
HS 200	Human Services Internship I	4	
HS 201	Human Services Internship II		4
HS 203	Case Management and Interviewing	3	
HS 205	Survey of Mental Illnesses and Treatments		3
SO 101	Introduction to Sociology	3	
SO 103	The Family		3
	Humanities Elective		3
	Free Electives	3	3
Total Credits		16	16

* A higher level of math (MA 106-110, 121) may be substituted: MA 121 recommended.

** SC 103 may be substituted.

Minimum credits required for graduation--63.

LIBERAL ARTS

Associate in Arts Degree

The Liberal Arts program provides students with a well rounded education in preparation for transfer or for some entry-level career positions. The program's curriculum is designed to fulfill the core requirements taken in the first two years at most four-year colleges. A concentration is not required for graduation, but concentrations are available in Humanities, Justice Studies, Social Sciences, and Women's Studies. Only one concentration per degree is allowed.

		Credit Hours	
First Year		1st Sem.	2nd Sem.
EN 101	English I: Expository Writing	3	
EN 102	English II: Literature and the Critical Essay		3
HI 101	History of Western Civilization: Beginnings to the Renaissance	3	
HI 102	History of Western Civilization: Renaissance to the Present		3
IS 101	Freshman Seminar	3	
	Foreign Language*	3	3
	Math/Science Electives**	3/4	3/4
	Free Elective		3
Total Credits		15/16	15/16
Second Year			
CM 105	Public Speaking	3	
EN 201	Intermediate Writing		3
	Humanities Electives	3	3
	Literature Elective***		3
	Math/Science Elective**	3/4	
	Social Science Electives	3	3
	Free Electives	3	3
Total Credits		15/16	15

* A minimum of one year college-level foreign language competency is required, but can be waived through demonstrating elementary-level competency in a foreign language. If language requirement is waived, free electives must be substituted. Completion of intermediate-level foreign language is recommended for transfer.

** At least three (3) credits in mathematics at MA 105 level or higher, three (3) credits in science, and three (3) additional credits in mathematics, science, or computer programming are required.

***Any EN course except EN 001, 100, 102, 201, or ESL courses.

Minimum credits required for graduation--60.

LIBERAL ARTS: HUMANITIES CONCENTRATION

Associate in Arts Degree

The Humanities Concentration is appropriate for a student preparing to major in one of the Humanities at a four-year institution. The Concentration provides the prospective Humanities major with a solid background as well as the opportunity to determine interest in an area of study. Currently, the Humanities at Fisher College include Communications (CM), English (EN), Fine Arts (FA), Foreign Language (FL), Humanities (HU), and Philosophy (PH).

		Credit Hours	
First Year		1st Sem.	2nd Sem.
EN 101	English I: Expository Writing	3	
EN 102	English II: Literature and the Critical Essay		3
HI 101	History of Western Civilization: Beginnings to the Renaissance	3	
HI 102	History of Western Civilization: Renaissance to the Present		3
IS 101	Freshman Seminar	3	
	FA, HU, or PH Elective		3
	Foreign Language*	3	3
	Math/Science Electives**	3/4	3/4
Total Credits		15/16	15/16
Second Year			
CM 105	Public Speaking	3	
EN 201	Intermediate Writing		3
	Humanities Concentration Electives****	3	3
	Liberal Arts Elective (Humanities, Social Science, Math, or Science)	3	
	Literature Elective***		3
	Math/Science Elective**	3/4	
	Social Science Electives	3	3
	Free Elective		3
Total Credits		15/16	15

* A minimum of one year college-level foreign language competency is required, but can be waived through demonstrating elementary-level competency in a foreign language. If language requirement is waived, free electives must be substituted. Completion of intermediate-level foreign language is recommended for transfer.

** At least three (3) credits in mathematics at MA 105 level or higher, three (3) credits in science, and three (3) additional credits in mathematics, science, or computer programming are required.

***Any EN course except EN 001, 100, 102, 201, or ESL courses.

Day Program Requirements

****As part of the Humanities concentration, students must complete at least two college-level courses in the same discipline, such as two literature courses, two fine arts courses, or two philosophy courses. Currently, the Humanities discipline courses include those with the prefixes CM, EN (literature), FA, FL, HU, or PH. The two required elementary-level foreign language courses, EN 101, EN 102, and EN 201 do not fulfill this requirement. Intermediate-level foreign language (two semesters) does fulfill the requirement. Also, for the Fine Arts (FA) discipline, at least one of the two courses must be an art history course (FA 111 or FA 112).

Minimum credits required for graduation--60.

LIBERAL ARTS: JUSTICE STUDIES CONCENTRATION

Associate in Arts Degree

The Justice Studies Concentration provides a broad academic foundation for an entry-level career in law enforcement, private security, corrections, or justice administration. Since these careers require work with a diverse public and address a variety of social issues, the social and behavioral sciences are combined with appropriate professional courses. This concentration is also designed as preparation for transfer into such upper-division majors as criminal justice, criminology, law, or government.

			Credit Hours	
First Year			1st Sem.	2nd Sem.
EN 101	English I: Expository Writing		3	
EN 102	English II: Literature and the Critical Essay			3
HI 101	History of Western Civilization: Beginnings to the Renaissance		3	
HI 102	History of Western Civilization: Renaissance to the Present			3
IS 101	Freshman Seminar		3	
LA 107	Criminal Law		3	
SO 105	Introduction to Criminology			3
	Foreign Language*		3	3
	Math/Science Elective**			3/4
Total Credits			15	15/16
Second Year				
CJ 104	Juvenile Justice System		3	
CJ 201	Corrections in America			3
CM 105	Public Speaking			3
EN 201	Intermediate Writing			3
GV 105	The American Legal System		3	
PS 101	Introduction to Psychology		3	
	Humanities Elective			3
	Liberal Arts Elective (Humanities, Social Sciences, Math, or Science)		3	
	Math/Science Electives**		3/4	3/4
Total Credits			15/16	15/16

* A minimum of one year college-level foreign language competency is required, but can be waived through demonstrating elementary-level competency in a foreign language. If language requirement is waived, free electives must be substituted. Completion of intermediate-level foreign language is recommended for transfer.

** At least three (3) credits in mathematics at MA 105 level or higher, three (3) credits in science, and three (3) additional credits in mathematics, science, or computer programming are required.

Minimum credits required for graduation--60.

LIBERAL ARTS: SOCIAL SCIENCES CONCENTRATION

Associate in Arts Degree

The Social Sciences Concentration is appropriate for a student preparing to major in one of the Social Sciences at a four-year institution. The Concentration provides the prospective Social Science major with a solid background as well as the opportunity to determine interest in an area of study. Currently the Social Sciences at Fisher College include Economics (EC), Geography (GE), Government (GV), History (HI), Psychology (PS), and Sociology (SO).

			Credit Hours	
First Year			1st Sem.	2nd Sem.
EN 101	English I: Expository Writing		3	
EN 102	English II: Literature and the Critical Essay			3
HI 101	History of Western Civilization: Beginnings to the Renaissance		3	
HI 102	History of Western Civilization: Renaissance to the Present			3
IS 101	Freshman Seminar		3	
PS 101	Introduction to Psychology			3
	Foreign Language*		3	3
	Math/Science Electives**		3/4	3/4
Total Credits			15/16	15/16
Second Year				
CM 105	Public Speaking		3	
EN 201	Intermediate Writing			3
	Humanities Elective			3
	Liberal Arts Elective (Humanities, Social Sciences, Math, or Science)		3	
	Literature Elective***			3
	Math/Science Elective**		3/4	
	Psychology Elective		3	
	Social Science Concentration Electives****		3	3
	Free Elective			3
Total Credits			15/16	15

* A minimum of one year college-level foreign language competency is required, but can be waived through demonstrating elementary-level competency in a foreign language. If language requirement is waived, free electives must be substituted. Completion of intermediate-level foreign language is recommended for transfer.

** At least three (3) credits in mathematics at MA 105 level or higher, three (3) credits in science, and three (3) additional credits in mathematics, science, or computer programming are required.

Day Program Requirements

***Any EN course except EN 001, 100, 101, 102, 201, or ESL courses.

****In addition to the required Social Science courses, students must complete two additional courses in one Social Science discipline other than history or psychology, including a discipline introductory (101) course, must be taken:

Minimum credits required for graduation--60.

LIBERAL ARTS: WOMEN'S STUDIES CONCENTRATION**Associate in Arts Degree**

The Women's Studies Concentration provides interdisciplinary study of women and society. The Concentration offers an excellent foundation for transfer into a baccalaureate degree major in Women's Studies, yet its liberal arts focus also prepares the student for transfer into most other majors.

		Credit Hours	
First Year		1st Sem.	2nd Sem.
EN 101	English I: Expository Writing	3	
EN 102	English II: Literature and the Critical Essay		3
HI 101	History of Western Civilization: Beginnings to the Renaissance	3	
HI 102	History of Western Civilization: Renaissance to the Present		3
IS 101	Freshman Seminar	3	
WS 101	Introduction to Women's Studies		3
	Foreign Language*	3	3
	Math/Science Electives**	3/4	3/4
	Total Credits	15/16	15/16
Second Year			
CM 105	Public Speaking	3	
EN 201	Intermediate Writing		3
PS 133	Psychology of Women		3
SO 131	Sociology of Womanhood	3	
	Literature Elective***		3
	Math/Science Elective**	3/4	
	Women's Studies Concentration Electives****	3	3
	Free Electives	3	3
	Total Credits	15/16	15

* A minimum of one year college-level foreign language competency is required, but can be waived through demonstrating elementary-level competency in a foreign language. If language requirement is waived, free electives must be substituted. Completion of intermediate-level foreign language is recommended for transfer.

** At least three (3) credits in mathematics at MA 105 level or higher, three (3) credits in science, and three (3) additional credits in mathematics, science, or computer programming are required.

*** Any EN course except EN 001, 100, 101, 102, 201, or ESL courses.

**** As part of the Women's Studies Concentration, students must complete any two of the following courses: EN 187, Women Writers; Topics in Literature: Images of Women in Literature; HI 132, Women in History: The United States; Topics in History: Women and the Law in United States History; SO

Day Program Requirements

103, The Family; Topics in Sociology: Racial and Ethnic Experience in America. If the student takes either EN 187, Women Writers, or Topics in Literature: Images of Women in Literature, then a free elective may be substituted for the Literature Elective requirement.

Minimum credits required for graduation--60.

MEDICAL ASSISTANT

Associate in Science Degree

The Medical Assistant program prepares the student with the administrative and clinical knowledge and skills necessary to assume responsibilities in the modern hospital and medical office. Students participate in an internship during their senior year, thus gaining valuable first-hand experience.

			Credit Hours	
First Year			1st Sem.	2nd Sem.
AA 101	Introductory Keyboarding		3	
AA 223	Word Processing Operations			3
EN 101	English I: Expository Writing		3	
EN 102	English II: Literature and the Critical Essay			3
IS 101	Freshman Seminar		3	
ME 102	Administrative Procedures for the Medical Office			3
ME 205	Clinical Assisting I			3
PS 101	Introduction to Psychology		3	
SC 101	Anatomy and Physiology I		4	
SC 102	Anatomy and Physiology II			4
Total Credits			16	16
Second Year				
CM 105	Public Speaking			3
LA 121	Law and Ethics of Health Care		3	
MA 105	Basic Algebra I*		3	
ME 190	Medical Assistant Internship (190 hours)			4
ME 201	Medical Terminology		3	
ME 206	Clinical Assisting II		3	
ME 213	Medical Insurance Billing		3	
ME 225	Medical Record Transcription			3
	Humanities Elective			3
	Social Science Elective			3
Total Credits			15	16

* A higher level of math (MA 106-110, 121) may be substituted.

Minimum credits required for graduation--63.

PARALEGAL STUDIES

Associate In Science Degree

Through education and training in the areas of liberal arts, computer applications, and substantive and procedural law, program graduates of the Paralegal Studies program are qualified to perform legal work in a variety of professional settings that is customarily, but not exclusively performed by a lawyer. These include law offices, corporations, and state and federal governmental agencies. Graduates are able to work under the supervision of an attorney and have demonstrated competencies to handle specific functions in practice areas that do not require a law degree.

		Credit Hours	
First Year		1st Sem.	2nd Sem.
AA 223	Word Processing Operations*		3
EN 101	English I: Expository Writing	3	
EN 102	English II: Literature and the Critical Essay		3
GV 105	The American Legal System	3	
IS 101	Freshman Seminar	3	
LA 103	Business Law and the Legal Environment I		3
LA 107	Criminal Law	3	
MA 105	Basic Algebra I**	3	
	Humanities Elective		3
	Free Elective		3
	Total Credits	15	15
Second Year			
LA 141	Real Estate Law	3	
LA 203	Law Office Practice		3
LA 205	Legal Research and Writing	3	
LA 207	Litigation for Paralegals	3	
	Computer Science Elective	3	
	Humanities Elective		3
	Math/Science Elective		3/4
	Social Science Elective		3
	Free Electives	3	3
	Total Credits	15	15/16

* Students should enroll in AA 101, Introductory Keyboarding, as a free elective, or demonstrate document formatting knowledge and a touch keyboarding skill of 25 words per minute on a three-minute timing through a placement test.

** A higher level of math (MA 106-110, 121) may be substituted.

Minimum credits required for graduation--60.

PHYSICAL THERAPIST ASSISTANT

Associate In Science Degree

Physical therapist assistants work under the supervision of a licensed physical therapist. Their duties include implementing treatment programs according to the plan of care and involve training patients in exercise, activities of daily living and other treatment procedures. This program requires extensive clinical education experiences that will be done in a variety of in-state and out-of-state facilities. Students will be responsible for their own transportation and housing. *Admission into this program is competitive. Please contact Admissions Office for additional requirements.* State licensure examination is required to practice in most states.

The Physical Therapist Assistant Program at Fisher College is accredited by the Commission on Accreditation in Physical Therapy Education.

			Credit Hours	
First Year			1st Sem.	2nd Sem.
EN 101	English I: Expository Writing		3	
PS 101	Introduction to Psychology		3	
PT 102	Introduction to Physical Therapy		2	
PT 103	PT Procedures I***		2	
PT 121	Functional Anatomy***			3
PT 122	Physical Agents***			3
PT 123	Introduction to Therapeutic Exercise***			3
PT 216	Pathophysiology for PTA's			3
SC 101	Anatomy and Physiology I		4	
SC 102	Anatomy and Physiology II			4
	Humanities Elective		3	
	Total Credits		17	16
Summer				
MA 105	Basic Algebra I*		3	
EN 102	English II: Literature and the Critical Essay		3	
	Social Science Elective		3	
	Humanities Elective		3	
	Total Credits		12	

Day Program Requirements

Second Year

PT 210	PT Procedures for Orthopedic Conditions***	4	
PT 211	Advanced Therapeutic Exercise***	3	
PT 213	PT for Neurological Conditions***	3	
PT 215	PT Procedures II***	3	
PT 220	Professional Issues in PT	2	
PT 291	Clinical Experience I**	1	
PT 293	Clinical Experience II**		8
PT 294	Clinical Experience III**		8
Total Credits		16	16

* Required only if placement test indicates MA 105 requirement is NOT met.

** CPR Certification Required.

*** \$200 Lab Fee.

Minimum credits required for graduation--74.

TRAVEL AND HOSPITALITY MANAGEMENT

Associate In Science Degree

This program is ideal for students who would like to work in travel agencies, tour companies, airlines, hotels, convention centers and other hospitality agencies. Students have the flexibility within the program to explore either travel or hospitality courses culminating in a required internship.

			Credit Hours	
First Year			1st Sem.	2nd Sem.
EN 101	English I: Expository Writing		3	
EN 102	English II: Literature and the Critical Essay			3
IS 101	Freshman Seminar		3	
MA 105	Basic Algebra I*		3	
TH 101	Intro to Travel/Hospitality Industry		3	
TH 103	Travel Geography: Western Hemisphere		3	
TH 104	Travel Geography: Eastern Hemisphere			3
TH 201	Travel Hospitality Sales and Marketing			3
	Humanities Elective			3
	Math/Science Elective			3/4
Total Credits			15	15/16
Second Year				
AA 101	Introductory Keyboarding		3	
AA 223	Word Processing Operations			3
TH 200	Travel/Hospitality Internship			3
TH 209	Computerized Reservation Systems I		3	
TH 210	Computerized Reservation Systems II			3
	Humanities Elective		3	
	Social Science Electives		3	3
	Travel/Hospitality Elective		3	
	Free Elective			3
Total Credits			15	15

* A higher level of math (MA 106-110, 121) may be substituted.

Minimum credits required for graduation--60.

GENERAL STUDIES

Associate In Science Degree

The Associate in Science in General Studies Program is for the student whose career, transfer, or personal needs are not met by other programs of study at the College. While fulfilling the general education core required of all graduates, this program, through its elective choices, allows maximum flexibility for the student to discover and pursue career, transfer, and personal goals. In completing the College's core curriculum, students in this program will acquire general background in communications, social sciences, humanities, and mathematics/science. Working with an academic advisor, the General Studies major will determine a program of liberal arts and non-liberal arts courses that meets individual interests and aptitudes as well as attends to career and transfer potential. Graduates receive the degree of Associate in Science in General Studies.

Core curriculum requirements totaling 30 credits include EN 101, English: Expository Writing; EN 102, English II: Literature and the Critical Essay; IS 101, Freshman Seminar; MA 105, Basic Algebra I [a higher level of math (MA 106-110, MA 121) may be substituted]; plus 6 credits of humanities electives, 6 credits of social science electives, 3-4 credits of a math/science elective, and 3 credits of a liberal arts elective [selected from courses in humanities, social science, mathematics, or natural sciences]. The remaining 30 credits needed to complete the degree requirements are fulfilled through free electives. The minimum number of credits to complete the degree is 60.

ADMINISTRATIVE ASSISTANT

Certificate Program

The Office Administration program provides intensive training experiences in keyboarding, word processing, and other office and business skills necessary to ensure employment in a high-tech office environment.

		Credit Hours
AA 102	Intermediate Keyboarding*	3
AA 223	Word Processing Operations	3
AA 224	Advanced Word Processing with Desktop Publishing	3
AA 233	Office Administration Practicum	3
BU 103	Business Communication	3
CS 125	Introduction to Computer Spreadsheets	3
EN 101	English I: Expository Writing	3
IS 101	Freshman Seminar	3
	Computer Science Elective	3
	Free Elective	3
Minimum Total Credits		30

- * Students should enroll in AA 101, Introductory Keyboarding, as a free elective, or demonstrate document formatting knowledge and a touch keyboarding skill of 25 words per minute on a three-minute timing through a placement test.

Minimum credits required for graduation--30.

COMPUTER TECHNOLOGY

Certificate Program

The Computer Technology Certificate is a shorter version of the Associate Degree program with the same name. All courses in the Certificate program will be accepted in the Associate degree program.

The Certificate program is ideal for a person who can only commit the equivalent of one academic year to their studies or who has earned college credits in a different academic program. It does not include some of the general business and liberal arts courses of the longer degree program.

The specialized and focused nature of the computer courses offered in the certificate program should assist a bright, hardworking individual in getting a job in a computer environment.

			Credit Hours
AA 223	Word Processing Operations*		3
CS 103	Basic Programming I		3
CS 107	Computer Operating Systems		3
CS 123	Computerized Database Management Systems		3
CS 125	Introduction to Computer Spreadsheets		3
EN 101	English I: Expository Writing		3
IS 101	Freshman Seminar		3
MA 105	Basic Algebra I**		3
	Computer Science Electives		6
Minimum Total Credits			30

* Students should enroll in AA 101, Introductory Keyboarding, as a free elective, or demonstrate document formatting knowledge and a touch keyboarding skill of 25 words per minute on a three-minute timing through a placement test.

** A higher level of math (MA 106-110, 121) may be substituted.

Minimum credits required for graduation--30.

EARLY CHILDHOOD EDUCATION

Certificate Program

The Early Childhood Education certificate program introduces students to a broad base of theoretical and practical knowledge about the intellectual, emotional, social, and physical development of children from birth through the preschool years.

		Credit Hours
ED 103	Introduction to Early Childhood Education	3
ED 121	Preschool Curricula	3
ED 200	Early Childhood Internship I	4
ED 201	Early Childhood Internship II (OR)	
	Free Elective	3/4
ED 204	Strategies for Children's Behavior	3
ED 205	Children with Special Needs	3
EN 101	English I: Expository Writing	3
IS 101	Freshman Seminar	3
PS 101	Introduction to Psychology	3
PS 103	Child Development	3
Minimum Total Credits		31/32

Minimum credits required for graduation--31.

MEDICAL ASSISTANT

Certificate Program

This certificate program provides a strong foundation in the career of medical assisting, preparing students with the administrative and clinical knowledge and skills necessary to assume responsibilities in the medical profession.

		Credit Hours
AA 101	Introductory Keyboarding (OR)	
AA 223	Word Processing Operations	3
EN 101	English I: Expository Writing	3
ME 102	Administrative Procedures for the Medical Office	3
ME 190	Medical Assistant Internship	4
ME 201	Medical Terminology	3
ME 205	Clinical Assisting I	3
ME 206	Clinical Assisting II	3
ME 213	Medical Insurance Billing	3
ME 225	Medical Record Transcription	3
SC 101	Anatomy and Physiology I	4
SC 102	Anatomy and Physiology II	4
Minimum Total Credits		36

Minimum credits required for graduation--36.

PARALEGAL STUDIES

Certificate Program

Graduates will be prepared to work under the supervision of licensed attorneys in law firms; law departments of corporations and financial institutions; city, state, and government offices; and in legal services programs established under government auspices. This program is designed to improve the efficiency, economy, and availability of legal services.

		Credit Hours
AA 223	Word Processing Operations*	3
AC 121	Financial Accounting	3
EN 101	English I: Expository Writing	3
GV 105	The American Legal System	3
IS 101	Freshman Seminar	3
LA 103	Business Law and the Legal Environment I	3
LA 107	Criminal Law	3
LA 141	Real Estate Law	3
LA 203	Law Office Practice	3
LA 205	Legal Research and Writing	3
Minimum Total Credits		30

* Students should enroll in AA 101, Introductory Keyboarding, as a free elective, or demonstrate document formatting knowledge and a touch keyboarding skill of 25 words per minute on a three-minute timing through a placement test.

Minimum credits required for graduation--30.

Day Program Requirements

RETAIL MERCHANDISING

Certificate Program

The Retail Merchandising program will help prepare students for careers in retail sales and marketing.

		Credit Hours
BU 101	Introduction to Business	3
CM 105	Public Speaking	3
EN 101	English I: Expository Writing	3
FM 101	Retail Management	3
FM 209	Retail Buying	3
IS 101	Freshman Seminar	3
MA 105	Basic Algebra I*	3
MK 201	Principles of Marketing	3
	Program Elective	3
	Social Science Elective	3
Minimum Total Credits		30

* A higher level math (MA 106-110, 121) may be substituted.

Minimum credits required for graduation--30.

TRAVEL AND HOSPITALITY MANAGEMENT

Certificate Program

The Travel and Hospitality Management program will help prepare students build a career in the travel industry. Career opportunities exist with travel agencies, airlines, and tour operators.

		Credit Hours
AA 101	Introductory Keyboarding	3
EN 101	English I: Expository Writing	3
IS 101	Freshman Seminar	3
MA 105	Basic Algebra I*	3
TH 101	Intro to Travel/Hospitality Industry	3
TH 103	Travel Geography: Western Hemisphere	3
TH 104	Travel Geography: Eastern Hemisphere	3
TH 201	Travel/Hospitality Sales and Marketing	3
TH 209	Computerized Reservation Systems I	3
TH 210	Computerized Reservation Systems II	3
Minimum Total Credits		30

* A higher level math (MA 106-110, 121) may be substituted.

Minimum credits required for graduation--30.

▼Course Descriptions

ACCOUNTING

AC 121 Financial Accounting **3**

An introduction to the fundamentals of accounting with the emphasis on financial statement preparation. The course will focus on the conceptual framework involved in the classification and summarization of financial data and will require the use of the computer for course assignments and projects. Valuation of assets, liabilities, recognition of revenues and expenses are emphasized. Formerly AC 101, Principles of Accounting I.

AC 122 Managerial Accounting **3**

Prerequisite: AC 121

This course is a continuation of the first course in accounting with primary emphasis on the planning, control and decision-making functions of management. The course includes budgeting, cost-volume-profit analysis, cash flows and product costing. The course will require the use of computers for course assignments and projects. (Formerly AC 205, Managerial Accounting)

AC 190 Accounting Internship **3**

Prerequisites: AC 121, AC 122, AC 203

A supervised work experience (minimum of 120 hours) for a second year student in an accounting environment, providing an opportunity to apply the foundations in accounting from prior courses. A "C" grade average in accounting courses is required for this course..

AC 203 Computer Based Accounting **3**

Prerequisite: AC 121

This course is designed to provide the student with a knowledge and appreciation of integrated accounting software as used by small businesses. Emphasis is placed on the set-up, maintenance, closing of the books and the analysis of the financial statements. The course uses problem simulations to ensure the total understanding of the software.

AC 204 Income Taxes

3

Prerequisite: AC 121

This course presents a comprehensive explanation of the federal structure and the accepted practice used in applying tax principles in specific areas as they relate to the preparation of tax returns. (Formerly FI 204)

AC 206 Cost Accounting

3

Prerequisite: AC 122

This course provides an overview of the nature and purpose of cost accounting. Topics covered include cost concepts, manufacturing financial statements, job cost and process cost accumulation methods, material labor and overhead planning and control procedures, standard cost accounting system, master budgeting, and methods of variance analysis.

ADMINISTRATIVE ASSISTANT

AA 101 Introductory Keyboarding

3

This course is designed for the beginning student and for those who have had a minimum of keyboarding instruction. The major objectives are to interact with the computer to develop touch control of the keyboard and proper typing techniques, build basic speed and accuracy skills, and provide practice in applying these basic skills to the production of letters, tables, reports, and memoranda. The final minimum speed/accuracy goal of 25 words per minute on a three-minute test. (Formerly OA 101).

AA 102 Intermediate Keyboarding

3

Prerequisite: AA 101 or Placement Test

This course is designed to continue the development of basic keyboarding skills. Emphasis will be placed on improving speed and accuracy. The final minimum speed goals is 40 words per minute on a three-minute test. (Formerly OA 102).

AA 111 Speedwriting

3

Students who have not previously studied shorthand receive an intensive presentation of principles of speed writing. At the conclusion of the semester, students are expected to have mastered the basic principles with ability to read fluently from plates to notes. Emphasis is placed on spelling, grammar, and punctuation. Students are required to transcribe mailable letters from dictation of familiar material. The integration of language skills and office skills are emphasized to produce accurate, attractive, mailable transcripts. (Formerly OA 111).

AA 190 Office Administration Internship 3

Prerequisite: AA 102, AA 223; Completion of at least one-half the credits toward a certificate or degree.

A supervised work experience (minimum of 120 hours) for seniors in an office providing an opportunity to apply business skills and knowledge learned in the classroom. An overall cum of 2.0 is needed. (Formerly OA 190).

**AA 201 Advanced Keyboarding
and Document Processing 3**

Prerequisite: AA 102

After a brief review of basic production techniques, and ongoing speed and accuracy work, the student is exposed to different office situations where the emphasis is on important office skills such as editing documents, making decisions, setting priorities, planning work flow, using reference sources, composing correspondence, and working under pressure. The final minimum speed goal is 50 words per minute on a five minute test. (Formerly OA 201).

AA 223 Word Processing Operations 3

Prerequisite: AA 101 or Placement Test

This course introduces students to the basic operations of creating, editing, filing, and printing on word processing equipment. (Formerly OA 223).

**AA 224 Advanced Word Processing
with Desktop Publishing 3**

Prerequisite: AA 223

This course is designed to give students intensive training in word processing applications that are commonly found in today's automated office. Students will learn to process documents such as letters, tables, memos, and reports. Students will also explore the advanced capabilities of word processing software including desktop publishing. (Formerly OA 224).

AA 233 Office Administration Practicum 3

Prerequisite: AA 101

This course provides advanced office administration students with the opportunity to develop, integrate and refine business skills such as composing and editing business correspondence, records management, telephone techniques, and handling travel and conference arrangements. Proficiency with machine transcription equipment, interpersonal communication, and organization skills will be developed in simulated

Day Course Description

production work integrating basic computer skills with business applications. (Formerly OA 233).

BUSINESS

BU 101 Introduction to Business **3**

This course will survey the challenges, social responsibilities, and ethics of business. The student will acquire a broad overview of American and international business with emphasis on marketing, accounting, finance, management, human resources, advertising, production, computers and MIS, business law, government regulations, and the international climate of business. Through simulation and case study the student will make business decisions dealing with marketing, management, and promotion.

BU 103 Business Communication **3**

Prerequisite: EN 101

A practical application of writing skills developed in EN 101. This course presents the opportunity to develop clear and concise written and oral responses to a variety of situations in a business setting. Emphasis will be placed on the creation of prompt, well-organized, and flawless communication within a structured format. Additional study will focus on developing oral communication skills and creating effective visual aids using Microsoft Powerpoint.

COMMUNICATION

CM 105 Public Speaking **3**

An introductory course in communication and oral presentation skills. Students will explore the theory and process of human communication. Emphasis is placed on oral and written communication, organization of thinking and material, and techniques of public presentation. A library component will be included.

Topics in Communication **3**

Based on student interest, courses such as "Persuading and Influencing" will be offered.

COMPUTER SCIENCE

CS 101 Introduction to Computers 3

Students will be introduced to basic computer concepts and several of the most powerful software tools available today: operating systems, windows, word processing, spreadsheets, databases and telecommunications. This class will emphasize a "hands-on" approach in utilizing the computer as a business tool.

CS 103 BASIC Programming I 3

Students will be introduced to the rules of the BASIC programming language and will be taught how to apply the concepts using practical business applications. Fundamentals of flowcharting and documentation techniques will be emphasized. Programs will be entered, documented, debugged, and printed.

CS 107 Computer Operating Systems 3

This course covers the basic purposes and command structure of the personal computer operating system. Using Windows 95, the student will explore topics including: user interface; hardware management; file system design and maintenance; and system control files. Other operating systems, including Windows 98, Unix, OS2, Novell Netware, and Windows NT will be reviewed in comparison to Windows 95.

CS 123 Computerized Database Management Systems 3

An introductory course in the design and use of computerized database management systems. Students learn to design a database structure, add and delete records, query a database for specific information and create and produce customized reports, mail merges and labels from the database. This course is a hands-on computer experience that provides students with experience in using the system underlying many business applications, including inventory control, payroll, accounting and marketing.

CS 125 Introduction to Computer Spreadsheets 3

A hands-on computer approach to spreadsheet analysis, performance management, and graphics. The student will learn how to enter data, develop formulas, correct mistakes, use the special formula functions, print the worksheet, and combine files and graphic data. Upon completion of the course, the student should have the necessary tools to develop worksheets for such applications as personal financial planning, budgets, cost projections, and checkbook registry.

CS 126 Advanced Computer Spreadsheets

3

Prerequisite: CS 125

After reviewing CS 125, the student will learn how to deal more effectively with macros, write menus, and use the extended command language for file access and control. In addition, the translate function will be covered as a means for accessing other databases and spreadsheet program data. Other topics covered include the use of data analysis and data sharing techniques, automation of program keystrokes, and printing techniques for data and graphs.

CS 135 Computer Hardware

3

Hands-on experience in troubleshooting hardware problems such as malfunctioning hard drives, broken floppies, sick keyboards, etc. will be provided. Students will also learn the role of utility software in troubleshooting prior to dismantling the equipment. The basics of peripheral hardware and its connections will also be covered.

CS 137 Internet I: Introduction to Research on the Internet

1

This course will help the student develop the skills and base of knowledge necessary to use the Internet as an effective tool for research and communication. The emphasis of the class will be the strengths, weaknesses and use of various tools, including e-mail, Web browsers, search engines, Telnet and FTP.

CS 138 Internet II: Building and Maintaining a Web Site

2

Prerequisite: CS 137

This course will help the student develop the skills and base of knowledge necessary to set up and maintain a Web site. The focus of this class will be divided between the fundamentals of Web page design and HTML programming and troubleshooting both hardware and software problems that can disrupt access to the Internet.

CS 190 Computer Technology Internship

3

The primary purpose of an internship is to provide practical experience in a work setting which relates to and enhances the theoretical experience of the classroom. The internship is a learning experience; it is directed by a qualified faculty member and the student receives academic credit and a grade for the experience. The experience entails a minimum of 120 hours and is limited to Computer Technology majors (degree or certificate) who have completed at least half of the credits

required for the certificate or degree, including the four required core CS courses, with a minimum cumulative quality-point average (QPA) of 2.0.

CS 231 Introduction to Networking 3

Prerequisite: CS 107 or permission of the instructor
This course covers the basics of computer networks. Included in the topics explored are: network typographies; design considerations; installation; setting a directory structure; system security; and systems administration duties. The course provides the student with experience in analyzing organizational needs and planning an appropriate local area network (LAN). (Formerly CS 131)

CS 243 Systems Analysis and Design 3

Prerequisite: AA 223 and CS 125 or permission of the instructor.
This case-based course introduces the concepts and practices of analyzing an organization's needs and selecting and implementing appropriate computer solutions. The student will use and build upon word processing, spreadsheet, database and presentation development skills while developing a solution to the course's case problem. (Formerly CS 143)

CRIMINAL JUSTICE

CJ 104 Juvenile Justice System 3

This course traces the historical development of the juvenile justice system and examines how and why youthful offenders and children designated "in need of services" are treated differently than adults.

CJ 201 Corrections in America 3

This course provides a historical perspective of punishment and traces its evolution to current correctional practices in the United States. Students will analyze the function and operation of correctional facilities, with particular emphasis on the Massachusetts correctional system.

ECONOMICS

EC 101 Macroeconomics 3

An examination of the macroeconomic factors that influence the activities of consumers, businesses, and government. By analyzing national income, supply and demand, investment and savings, consumption patterns, and monetary and fiscal policy, the student will gain insight into

Day Course Description

the economic issues of the day. Among these are the causes of inflation, unemployment, recession, and the effects of government policies on the economy. A library component will be included.

EC 102 Microeconomics

3

A study of the basic institutions and principles essential to an understanding of the economic system. In microeconomic terms, such concepts as a firm's basic costs, revenues, and potential profit and loss are considered. Each of the four market conditions—perfect competition, monopoly, oligopoly, and monopolistic competition—is analyzed and its influence on a firm's prices and production level is explained. A library component will be included.

EDUCATION

ED 103 Introduction to Early Childhood Education

3

An introduction to the field of early childhood education and program planning. The course will study the historical influences and current issues in planning early childhood programs. The specifics of planning quality infant/toddler and preschool programs will be studied including: curriculum goals, teacher roles, design of environments and parent involvement. Observations in child care centers are an integral part of the course. Replaces ED 211. Only one of these two courses may be applied to a certificate or degree program.

ED 116 Health and Nutrition for Young Children

3

Health and Nutrition for Young Children is intended for students working in an educational setting, for child care providers, and for adults and parents who desire additional information about current concepts in the field of health, safety, and nutrition, and their relationship to the young child. (Formerly ED 206).

ED 121 Preschool Curricula

3

This course presents a curriculum framework for children's cognitive, physical, social and emotional development. Children's experimentations and interactions with their environment will be explored in such areas as art, music, language and literature, physical science, and block play. The role of the adult in providing appropriate leadership and materials will be studied. Workshops, projects and observations provide first-hand experience. (Formerly ED 203).

ED 200 Early Childhood Internship I 4

Prerequisite: Completion of one-half the credits toward a certificate or degree including PS 101 or PS 103, and ED 103 or ED 203. Consent of the Program or Campus Director required for placement.

This supervised practicum (minimum of 150 hours over eight weeks or more) provides students with opportunities to integrate theories of child development with infants, toddlers, and/or preschool children in group settings. The internship provides experiences consistent with state and national guidelines, including supervision and ongoing group seminars. Formerly titled Early Childhood Field Placement. Only one of these two courses may be applied to a certificate or degree program.

ED 201 Early Childhood Internship II 4

Prerequisite: ED 200 and consent of the Program or Campus Director.

This advanced supervised practicum (minimum of 150 hours over eight weeks or more) provides students with further opportunities to develop professional skills with infants, toddlers, and/or preschool children. The internship provides experiences consistent with state and national guidelines, including supervision and ongoing group seminars. Formerly titled Special Needs Field Placement. Only one of these two courses may be applied to a certificate or degree program.

ED 204 Strategies for Children's Behavior 3

Prerequisites: PS 101 or PS 103

This course will examine instructional strategies and developmental theory of how children's self image and self control are developed through individual and small group interactions. Course material is drawn from developmental and learning theories for infancy, toddlerhood, and the preschool years. Observations are an important learning tool for this course. Replaces Behavioral Management of Preschool Children (ED 234). Only one of these two courses may be applied to a certificate or degree program.

ED 205 Children with Special Needs 3

Pre/Co-requisites: PS 103

This course is an introduction to the field of early childhood intervention in the education of children with special needs. Helping strategies through understandings of child development, specific special needs and the adaptation of curricula and environments to these needs will be studied. Replaces Children with Special Needs (ED 215). Only one of these two courses may be applied to a certificate or degree program.

ED 208 Development through Children's Play 3

A course designed to study children's intellectual and social development through play. Influences of culture, gender, family, peer relationships and play environments will be studied at each developmental stage from infancy through preschool. Observations are a key component of the course.

ED 212 Language, Reading and Writing with Young Children 3

This course will explore the acquisition and development of language arts in infants, toddlers, and young children. A major emphasis will be placed on methods and materials appropriate for stimulating language development through reading, writing, listening, and speaking.

ED 214 Science and Math with Young Children 3

An exploring, experimenting, and materials-centered course to introduce adults to the science/math curriculum and activities that are developmentally appropriate for the first eight years of life.

Topics in Education 3

Based on student interest, topics such as Development of Youth Ages 6-18, Curriculum and Activities Planning in Youth Programs, Connecting Family and Community Systems to Youth Programs, Administering Programs for Children, Supervision and Personnel Management in Programs for Children, Literacy in the Early Childhood Classroom, Supervision and Administration of Youth Programs, and Field Experience and Seminars in Youth Programs are occasionally offered.

ENGLISH

EN 001 Preparatory English 6

This course is designed to develop the reading and writing skills required to succeed in English 101. In this team-taught course, students learn to use the writing process, to understand and apply grammatical principles, to express ideas in clear, concise sentences and unified, well-developed paragraphs and essays, and to read critically. A library component will be included. May not be applied to a degree or certificate program.

EN 031 English as a Second Language: Intermediate I 6

This course is designed for students with some aural and reading/writing ability, with the goal of improving the student's listening, speaking, reading and writing skills. Attention is given to increasing vocabulary in

academic content areas and introducing the student to reading and writing strategies needed in higher education. The goal is to develop fluency in all forms of English communication through a variety of student centered activities. Credit from this course may not be applied to a degree or certificate program.

EN 032 English as a Second Language: Intermediate II 6

This course is designed for students with intermediate aural and reading/writing proficiency, with the goal of improving the student's listening, speaking, reading and writing skills for the academic setting. Attention is given to increasing vocabulary in academic content areas and introducing the student to higher critical reading and writing strategies needed in higher education. The goal is to develop fluency in all forms of English communication through a variety of student centered activities. Credit from this course may not be applied to a degree or certificate program.

EN 035 Intermediate English as a Second Language 12

This course was designed for students with intermediate aural and reading-writing proficiency. Its goal is to aid the improvement of the student's listening, speaking, reading, and writing skills for the academic setting. Attention is given to increasing vocabulary in academic content areas, and introducing the student to higher critical reading and writing strategies needed in higher education. The focus of the course is to develop fluency in all forms of English communication through a variety of student centered activities. Credit from this course may not be applied to a degree or certificate program.

EN 041 English as a Second Language: Advanced I 6

This course is designed for students with advanced aural and reading/writing proficiency, with the goal of improving the student's listening, speaking, reading, and writing skills in order to enter an academic setting. Attention is given to increasing vocabulary in academic content areas, and providing the student with opportunity to practice the critical reading and writing strategies needed in higher education. The goal is to develop fluency and student confidence in all forms of English communication through a variety of student centered activities. Credit from this course may not be applied to a degree or certificate program.

EN 042 English as a Second Language: Advanced II 6

This course is designed for students with advanced aural and reading/writing proficiency, with the goal of entering full-time academic study

Day Course Description

the following semester. Attention is given to increasing vocabulary in academic content areas and providing the student with the opportunity to practice the critical reading/writing and listening/speaking skills needed in higher education, with a review of grammar based on individual needs. The goal is to develop fluency and student confidence in all forms of English communication through a variety of student centered activities and an individual grammar log. Credit from this course may not be applied to a degree or certificate program.

EN 045 Advanced English as a Second Language 9-12

This course was designed for students with advanced aural and reading-writing proficiency. Its goal is to enhance the student's listening, speaking, reading, and writing skills for the academic setting. Attention is given to practicing learning strategies for academic content areas, and introducing the student to higher critical reading and writing strategies needed in higher education. The focus of the course is to develop fluency in all forms of English communication through a variety of student centered activities. Credit from this course may not be applied to a degree or certificate program.

EN 100 English Lab 1

This supplemental English lab assists students in discovering the power they have as active readers and writers. Traditional instruction augmented by in-class writing and revision, collaboration, and one-on-one conferencing provide assistance in areas identified at placement, through primary instructor feedback, and from student communication. The lab is required of students whose placement scores indicate the need for additional assistance in order to achieve EN 101 course goals. Enrollment is optional (on a space-available basis) for other students enrolled in EN 101.

EN 101 English I: Expository Writing 3

The development of expository writing skills toward the goal of mastering the formal essay. Assigned model essays will be analyzed and discussed, and the writing process will be emphasized with concentration on reading comprehension, grammar, punctuation, spelling, organization, development, style, and originality of thought and expression. Modes of expression for essays will include at least description/narration, comparison/contrast, classification/division, cause and effect, and argumentation. Students will be introduced to summarizing, analyzing and synthesizing. A library-researched paper will be included.

EN 102 English II: Literature and the Critical Essay 3

Prerequisite: EN 101 with a grade of C- or higher

Reading and writing skills developed in EN 101 will be applied to the process of writing critical essays. Selected works of fiction, poetry, and drama will introduce the student to literary genres. Assigned readings and class discussion will provide a context for improving critical thinking and writing abilities, including explication, analysis, and synthesis. A library-researched paper will be included.

EN 105 Creative Writing 3

Pre/Co-requisite: EN 101

Topics in this course include traditional and contemporary methods of imaginative writing. To develop their writing skills, students will analyze various techniques of fiction and poetry composition and compare those techniques with their own. A library component will be included.

EN 132 Shakespeare: Tragedies and Histories 3

Pre/Co-requisite: EN 101

This course analyzes representative tragedies and histories of William Shakespeare, often considered the greatest writer in the English language. Biographical detail and background about Elizabethan England will be included where appropriate. Plays likely to be studied include *Romeo and Juliet*, *King Lear*, *Macbeth*, *Othello*, *Hamlet*, *Richard III*, and *Henry IV, Part I*. A library component will be included.

EN 146 The American Short Story 3

Pre/Co-requisite: EN 101

Many critics argue that the short story is the most successfully developed form of American literature. This course will examine the American short story from its beginnings to the present. Attention will be paid to the romantic, realistic, and experimental in American short fiction, as well as to relevant historical background. A library component will be included.

EN 180 Masterpieces of Short Fiction 3

Pre/Co-requisite: EN 101

This course will focus on short fiction by writers from outside the United States. Through close analysis of superior short fiction, students will become aware of the nature of this form and of the ways that writers around the world have grappled with it successfully. Authors likely to be studied include Chekhov, Conan Doyle, Conrad, de Maupassant, Dostoevsky, Flaubert,

Day Course Description

Joyce, Lessing, Garcia Marquez, Mishima, Munro, Pirandello, and Woolf. A library component will be included.

EN 187 Women Writers

3

Pre/Co-requisite: EN 101

The creativity and uniqueness of the female experience, as presented in the works of a variety of writers, will be analyzed, interpreted, and discussed. Through comparing personal experiences with those presented in poetry and prose, students will be encouraged to see the universality of much of this experience. A library component will be included.

EN 192 Children's Literature

3

Pre/Co-requisite: EN 101

This course will introduce students to masterpieces of children's literature. Emphasis will be placed on thematic expression, on historical perspective, and on developing a framework for evaluating picture books. Authors likely to be studied include Potter, Milne, and White.

EN 195 Literature on Film

3

Pre/Co-requisite: EN 101

An examination of works of literature and films based on them. Through careful analysis of both, such aspects of literature as characterization, plot, theme, intentional ambiguity, setting, and symbolism are examined. Works studied in this course have included Emily Bronte's *Wuthering Heights*; Charlotte Bronte's *Jane Eyre*; Crane's *The Red Badge of Courage*; Dickens' *A Christmas Carol*; Fitzgerald's *The Great Gatsby*; Roth's *Goodbye, Columbus*; Lee's *To Kill a Mockingbird*; Guest's *Ordinary People*; Irving's *The World According to Garp*; Ibsen's *A Doll's House*; Hansberry's *A Raisin in the Sun*; Cather's "Paul's Case"; Twain's "The Man That Corrupted Hadleyburg"; and Gaines's "The Sky is Gray." A library component will be included.

EN 201 Intermediate Writing

3

Prerequisite: EN 102

This course will expand skills developed in EN 101 and EN 102 and will focus on reading and writing across the disciplines. Through challenging reading assignments and longer expository and argumentative papers, students will develop their critical-thinking and research skills (such as reading comprehension, summary, critique, and synthesis). A library-researched paper will be included.

Topics in Literature **3**

Based on student interest topics such as Critical Interpretation of Popular Culture, The Comedies of Shakespeare, Science Fiction, Detective Fiction, Twentieth-Century American Drama, The Voices of Ancient Greece and Rome, Folklore and Fantasy, and Images of Women in Literature will be offered.

FASHION MERCHANDISING

FM 101 Retail Management **3**

The strategic approach to retailing, and planning to meet objectives is the basis of sound retail management. This course examines the management strategies within the retail industry. The key topics include market research, target customer identification, store location analysis, merchandise management, impact of retailing on the economy, promotional strategies, personnel and financial management. A detailed business proposal for a prospective retail operation is required.

FM 102 Fashion Merchandising **3**

An introduction to the fashion business through a study of fashion principles, procedures, terminology, and the development of fashion trends. The use of current fashion and merchandising news as it relates to designers provides insight into the various aspects of the business: Seventh Avenue, couture designers, fashion media and various retail operations.

FM 103 Textile Science **3**

A comprehensive study of textiles with an emphasis placed on consumer information. A study of textile production from yarns through the finished goods state including finishes and uses, care, treatment, and related laws. A laboratory experience is included.

FM 104 Clothing and Human Behavior **3**

This course examines clothing behavior as it relates to forces such as culture, custom, economics, values, fashion, history, and place which influences the use of clothing as bodily adornment and communication.

FM 105 History of Costume **3**

The investigation of fashion's development from its beginning to the early twentieth century. Through the use of historic events, people and influences on clothing, the sociological implications of clothing are

Day Course Description

studied. Emphasis is placed on the importance of values, customs, and timing in the recurrence of style.

FM 106 Visual Merchandising **3**

A course dealing with design principles and display technique. Interior and window displays, mannequin dressing, and other practical applications of visual selling are emphasized. Elements of design studied include line, proportion, and balance. Demonstrations, field experience and comparative studies are included.

FM 200 Fashion Merchandising Internship **3**

An elective work experience (minimum of 120 hours) for senior Fashion Merchandising students in a retail/fashion-related establishment. Each student is required to formulate a resume, participate in professional interviews, and set objectives for the work experience. Each student is evaluated by the employer and the faculty advisor.

FM 201 Fundamentals of Apparel Design **3**

Prerequisite: FM 102

An introduction to the process of designing apparel. Basic elements of line, color, and design are applied to weekly projects. Students will follow key merchandising procedures from design conception to marketing their garments for a particular customer. Sources of inspiration, color forecasting, presentation techniques, and portfolio development are emphasized. Museum visits to study art as design inspiration will be required.

FM 205 Fashion Illustration **3**

Co-requisite: FA 101, FA 103, or Portfolio

The objective of this course is to explore illustration techniques for the fashion industry. A variety of media will be used, including pen, pencil, markers, and color washes. Focus will be on individual illustrative style, which will be enhanced by studying and analyzing well-known fashion illustrators.

FM 208 Fashion Coordination **3**

Workshop experience and presentation of fashion. Students analyze sources of information and apply their findings through involvement in fashion presentations with focus on one large professional fashion show. This course develops an understanding of budgeting, planning, promoting, and coordinating fashion presentations. Also studied are fashion trends identification and promotion.

FM 209 Retail Buying 3

Development of merchandising techniques through practical application of math, buying, advertising, promotion, display, management, selling, operations and control. These aspects are studied in relation to increasing customer service and profit margin. A computerized inventory control package is integrated into this course.

FINANCE**FI 101 Introduction to Finance 3**

Pre/Co-requisite: AC 121

This first course in finance will cover financial institutions, investments, and corporate finance. The course will provide students a basic knowledge of the financial alternatives for investing money, the different types of investments, and the budgeting process. (Formerly FI 201)

FI 205 Principles of Investment 3

Prerequisite: AC 121

An in-depth study of the various securities and investments available to the public and the pros and cons of investment in stocks, both common and preferred, bonds, and mutual funds. Emphasis is placed upon pre-investment considerations, financial intentions, goals of portfolio management, investment safety, and factors affecting price movement.

FI 206 Managerial Finance 3

Prerequisite: AC 121, FI 101

The principle focus of the course is on the decisions and actions that are undertaken in the light of the firm's business objectives. Certain key concepts and commonly used tools of financial analysis are developed, such as, ratio analysis, sources and the use of funds analysis, financial control techniques, working capital, financing of business needs, and capital structure. The course ends with capital project analysis.

FI 207 Money and Banking 3

Prerequisite: AC 121, FI 101. Pre/Co-requisite EC 101

The changing nature and functions of money are studied in considerable detail. The role of the banking system as a creator of money and credit is analyzed. The course includes an extensive study of non-banking financial intermediaries. A macroeconomics model is developed within which the relative efficiency of monetary and fiscal policy is examined.

FI 208 Risk Management 3

Prerequisite: AC 121, FI 101.

An analysis of the principles and practices of insurance and risk management. Topics include personal, business and social aspects of the following: life, health, property and liability risks.

FI 290 Finance Internship 3

Prerequisite: FI 101, FI 205, FI 206

A supervised work experience with a minimum of 120 hours for a second year finance major. The internship will provide the opportunity to apply the knowledge of finance gained in prior courses. A grade of C+ is required in all prior finance courses.

FINE ARTS

FA 101 Drawing, Painting, and Visual Fundamentals 3

This course explores elementary disciplines in drawing and painting from life, with emphasis on personal creative development. Basic problems in color and composition are presented. Outside work and the purchase of art supplies will be required. A library component will be included.

FA 102 Introduction to Painting 3

An introduction to the fundamentals of acrylic painting. The course covers color mixing, application techniques, and composition principles. Students will paint still-life and design problems and will also work from the imagination. No previous art experience is necessary. A library component will be included.

FA 103 Line, Color, and Design 3

This course explores the principles underlying effective design. The student is introduced to the dynamics of line, arrangement, and the development of form through color. A library component will be included.

FA 111 History of Art: Beginnings to the Renaissance 3

A chronological survey of the visual arts (painting, sculpture, and architecture) from prehistory through the Renaissance, with emphasis on major artists and works of each period. Forms, styles, and themes will be viewed in the context of contemporaneous social, political, and economic influences. A library component will be included.

FA 112 History of Art: Renaissance to the Present 3

A chronological survey of the visual arts (painting, sculpture, and architecture) from the Renaissance to the twentieth century, with emphasis on major artists and works of each period. Forms, styles, and themes will be viewed in the context of contemporaneous social, political, and economic influences. A library component will be included.

Topics in Fine Arts 3

Based on student interest, topics such as Introduction to Theatre, Introduction to Acting, and Introduction to Music Listening will be offered.

FOREIGN LANGUAGE**FL 101 Elementary French I 3**

An introduction to the French language. Conversation, pronunciation, reading, writing, and grammatical construction are stressed in classroom discussions, outside readings, and language tapes. May not be taken for credit if an upper-level French course has been completed. A library component will be included.

FL 102 Elementary French II 3

Prerequisite: FL 101 or Placement Test

This course continues with the use of French in classroom discussions, outside readings, and language tapes. May not be taken for credit if an upper-level French course has been completed. A library component will be included.

FL 121 Elementary Spanish I 3

An introduction to the Spanish language. Conversation, pronunciation, reading, writing, and grammatical construction are stressed in classroom discussions, outside readings, and language tapes. May not be taken for credit if an upper-level Spanish course has been completed. A library component will be included.

FL 122 Elementary Spanish II 3

Prerequisite: FL 121 or Placement Test

This course continues with the use of Spanish in classroom discussions, outside readings, and language tapes. May not be taken for credit if an upper-level Spanish course has been completed. A library component will be included.

FL 201 Intermediate French I 3

Prerequisite: FL 102 or Placement Test

Review of fundamental grammar principles and vocabulary followed by intensive development of all aspects of language competency. Representative readings in geography, history, and culture broaden students' awareness of the country and its language. May not be taken for credit if an upper-level French course has been completed. A library component will be included.

FL 202 Intermediate French II 3

Prerequisite: FL 201 or Placement Test

This course continues with an intensive development of all aspects of language competency, including readings in geography, history, and culture. A library component will be included.

FL 221 Intermediate Spanish I 3

Prerequisite: FL 122 or Placement Test

Review of fundamental grammar principles and vocabulary followed by intensive development of all aspects of language competency. Representative readings in geography, history, and culture broaden students' awareness of the country and its language. May not be taken for credit if an upper-level Spanish course has been completed. A library component will be included.

FL 222 Intermediate Spanish II 3

Prerequisite: FL 221 or Placement Test

This course continues with an intensive development of all aspects of language competency, including readings in geography, history, and culture. A library component will be included.

Topics in Foreign Language 3

Based on student interest, conversational courses in Spanish, French, Italian, or Portuguese will be offered.

GEOGRAPHY

GE 103 World Geography 3

An introduction to the discipline of geography as the study of the relation of people to their environment, both physical and cultural. Special attention is paid to the relationship of climate, topography, and natural

resources to regional differences in political and economic activities. A library component will be included.

GOVERNMENT

GV 101 American Government 3

An analysis of American democratic institutions and the process of American government with emphasis on the decision-making process, including political parties and pressure groups, Congress, the Presidency, the Supreme Court, and voting patterns and behavior. A library component will be included.

GV 102 American Political Parties and Elections 3

The history, structure, and roles of the major political parties will be studied, along with significant “third party” movements. Current election campaigns and political trends will be analyzed. Guest speakers and field trips may supplement lectures. A library component will be included.

GV 103 Introduction to International Relations 3

A survey of the current global political structure using current events as case studies. Students will be introduced to such basic concepts as the state, nationalism, non-alignment, dependence, and interdependence. The course will include study of the diplomatic relationship between the Soviet Union/Commonwealth of Independent States (CIS) and the western world in a rapidly changing global community. A library component will be included.

GV 104 American Foreign Policy 3

This course examines American foreign policy with a focus on the cultural, political, and economic forces that have shaped it. The course traces the evolution of American foreign policy in order to establish a context for exploration of contemporary issues and looks at U.S. foreign policy from the perspective of other states in the international community. A library component will be included.

GV 105 The American Legal System 3

An analysis of the American court system, including state, federal, trial and appellate courts. A text-case method is used to examine the judicial process from the institution of a lawsuit to the appeal of a judgment. This course examines civil, criminal, and constitutional law. A library component will be included.

Topics in Government

3

Based on student interest, topics such as State and Local Government will be offered.

HISTORY

HI 101 History of Western Civilization: Beginnings to the Renaissance

3

This course is designed to give the student a sense of the flow and continuity of history from the dawn of civilization to the Renaissance. Emphasis is placed upon the contributions of philosophy, religion, politics, science, art, and culture through reading, discussion, and media presentations. A library component will be included.

HI 102 History of Western Civilization: Renaissance to the Present

3

This course continues with the development of European and Third World history from the Renaissance to the present. Emphasis is placed on the intellectual, social, economic, political, and scientific revolutions that contribute to contemporary culture. A library component will be included.

HI 123 History of Boston

3

The political, economic, and cultural development of Boston from its origin to the present. Topics such as Yankee mercantilism, the anti-slavery movement, ethnic neighborhoods, Victorian lifestyle, the busing crisis, the arts, and recent revitalization will be examined through lectures and, whenever possible, field trips to local sites. A library component will be included.

HI 125 America in the Twentieth Century

3

This course is designed for students who desire to know more about the United States today, and how it became what it is. It analyzes political and diplomatic events that have current application. It will devote attention to areas of special interest to many students today: women's history, African-American history, urbanization, the role of ethnic groups, the rise of presidential power and of the federal bureaucracy, the power of corporations, the conflict of economic groups, changing sexual mores, and trends in national values. A library component will be included.

HI 132 Women in History: The United States 3

This course will focus on the general condition and accomplishments of women in the United States in selected periods from 1620 to the present. Attention will be given to the lives of ordinary women and major women's movements. Current trends in the status of women will be considered. A library component will be included.

Topics in History 3

Based on student interest, topics such as Early New England History, Women and the Law in United States History, and Current Issues from a Historical Perspective, and Topics in World Cultures: Past and Present will be offered.

HUMAN SERVICES**HS 101 Introduction to Human Services 3**

As an introduction to the human services profession, the course examines the nature of human services work, including the helping process and the contexts within which services are provided. A review of historical and political influences provides the framework for understanding today's human services organizations and practice. The course examines the terminology, the major theories and the principle organizational systems of the human services professions. Contemporary approaches for assessing and addressing problems are studied, with attention to cultural differences in the interpretation of problems and strategies.

HS 200 Human Services Internship I 4

Pre/Co-requisite: HS 203

Prerequisites: Completion of one-half the credits toward a degree including HS 101. A cumulative grade point average in Human Services and Liberal Arts support courses of 2.0, and approval of the Program or Campus Director required.

This course provides students with a structured and supervised work experience in a human services setting. Under the supervision of an experienced professional, students develop an understanding of the functions, tasks, and relationships in a human service organization and begin to develop skills to provide direct and indirect assistance to client populations. Through the weekly seminar, students reflect on concerns and issues relevant to human services and to their growth as a person and a professional. (160 hours of internship experience over a minimum of 8 weeks with a weekly one-hour seminar.)

HS 201 Human Services Internship II **4**

Pre/Co-requisite: HS 205

Prerequisites: HS 200 with a grade of C or better. A cumulative grade point average in Human Services and Liberal Arts support courses of 2.0, and approval of the Program or Campus Director required.

This course builds upon HS 200 by providing expanded and different responsibilities at either the same or a different human service setting. The second internship helps students increase their competence in basic human service skills, including communication, observation, and presentation skills. Emphasis in the weekly seminar will be on the skills, issues, and concerns relevant to work with individual clients and with groups. Students will reflect continuously on their growth as a person and as a professional. (160 hours of internship experience over a minimum of 8 weeks with a weekly one-hour seminar.)

HS 203 Case Management and Interviewing **3**

Prerequisite: HS 101

This course provides a theoretical and practical overview of entry level human service delivery, namely generalist case management. In addition to service planning, case information gathering, and service coordinating, special emphasis is given to the continued development of helping skills and client relationships building through interviewing. Legal, ethical, and professional development issues will also be discussed. Particular attention is placed on working effectively with clients from diverse ethnic and social backgrounds within a variety of provider systems.

HS 205 Survey of Mental Illnesses and Treatments **3**

Prerequisite: PS 101

This course surveys mental illnesses, including their etiologies, signs and symptoms, diagnostic criteria, and current treatments. Much of the course is devoted to the more common mental illnesses such as cognitive disorders, substance use disorders, schizophrenia, mood disorders, and anxiety disorders. The various ways mental health professionals currently attempt to treat each disorder will be discussed with respect to efficacy, legality ethics, multicultural research, and family implications. Individual, group, family, and marital therapies will be explored, as will some of the major psychopharmacologic agents such as antidepressant, antipsychotic, and antianxiety medications.

HUMANITIES (INTERDISCIPLINARY)

HU 101 Introduction to the Humanities: Beginnings to the Renaissance 3

This interdisciplinary course explores the interrelationships of art, music, and literature of Western civilization and the impact of historical events on them. The course covers prehistoric culture through the Renaissance. Slides, recordings, films and assigned readings will comprise class presentation and discussion. A library component will be included.

HU 102 Introduction to the Humanities: Renaissance to the Present 3

This course will cover the Renaissance through the twentieth century.

HU 200 Liberal Arts Internship 3

A supervised work experience (minimum of 120 hours) in an area related to the Liberal Arts student's academic program in Arts and Sciences. Candidates are responsible for proposing a site and completing an internship proposal. Interested students should refer to the program chair or campus director for further information early in the semester before the proposed internship. Open to senior Liberal Arts candidates only.

Topics in Humanities 3

Based on student interest, topics such as Topics in World Cultures: Past and Present will be offered.

INTERDISCIPLINARY STUDIES

IS 101 Freshman Seminar 3

Through extensive classroom discussion, assigned readings, and reflection papers, students develop their higher-order thinking (critical-thinking skills). Students examine their learning processes, clarify their values, and improve the writing and speaking skills essential for college and life success. While examining social and academic problems and concerns common to freshmen, the course provides a peer support group for students in the critical freshman year. Classroom participation, reading, and writing assignments relevant to the student's first year college experience are required. Because the course is designed to help college freshmen adjust to the academic and social rigors of college, students become aware of the resources and services available to them at Fisher College. Selected out-of-class convocations required.

IS 250 International Travel Seminar 1.5

A week-long foreign travel experience preceded by a series of monthly convocations. Convocations include lectures and testing on geography, history, art, culture, and language, as well as travel details. In the foreign destination, faculty supervise trips and excursions to places of historical and/or cultural interest. (Formerly TH 250).

LAW

LA 103 Business Law and the Legal Environment I 3

After a study of the nature of kinds of law, and the judicial system in which it operates, students examine state and federal law as an instrument of social control within the context of the legal environment of business. Specific focus is also given to property law, consumer protection, employment, and the creation and enforceability of contracts.

LA 104 Business Law and the Legal Environment II 3

Prerequisite: LA 103

This course builds on the foundation of topics of contract law in business contained in LA 103. In addition to materials on agency and employment, insurance, and the legal forms of business organizations, students examine the impact of the Uniform Commercial Code in light of the nature of form of sales contracts and commercial paper. Materials are presented in the text-case method of study. This course is of particular interest to business majors and paralegal trainees.

LA 107 Criminal Law 3

This course introduces students to the nature and classification of crimes, defenses, and special doctrines controlling the disposition of criminal matters within the judicial system. In addition to text materials, students use edited cases to analyze and define specific criminal offenses.

LA 121 Law and Ethics of Health Care 3

This course analyzes the legal and ethical concepts in health care administration. Topics include the physician/patient relationship, privacy, confidentiality, medical malpractice, and informed consent to treatment. Students are assigned case studies and specific readings.

LA 134 Introduction to Family Law 3

Students will use the text-case method to analyze both the statutory code

and case law governing marriage, divorce, adoption and child custody. Students will also analyze and draft a variety of probate documents surrounding family law including antenuptial and separation agreements and financial statements.

LA 141 Real Estate Law 3

An analysis of the legal aspects of transferring real estate including the essential documents: the offer, acceptance, purchase and sale agreement, mortgage and promissory note forms, and deed preparation. Forms of ownership, warranties, and title examination practices are also examined.

LA 190 Paralegal Internship 3

Prerequisite: LA 207

A supervised work experience (minimum of 120 hours) for senior paralegal students, in a legal environment, providing an opportunity to apply the learning outcomes of prior course work. A 2.0 overall cum is needed. Formerly titled Legal Assistant Internship.

LA 203 Law Office Practice 3

Prerequisite: Completion of one-half the credits toward a certificate or degree including GV 105 and a keyboarding skill of 25 WPM.

An examination of the responsibilities of both the legal office assistant and paralegal, including the preparation and processing of legal documents, time management, the attorney/client relationship, and the nature and role of law office employees.

LA 205 Legal Research and Writing 3

Prerequisite: GV 105

Students are trained to use a law library to solve basic problems in legal research. With the use of reporters, citators, codes, and commentaries found in books and electronic data bases such as CD-ROM, students develop effective legal research techniques and strategies. Students also practice the mechanics of effective legal writing by drafting various legal documents including case briefs.

LA 207 Litigation for Paralegals 3

Pre/Co-requisite: GV 105

Students examine the role of the paralegal in assisting attorneys in the preparation for trial and build proficiency in the specific tasks required of paralegals in the litigation process. These include procedures for drafting

Day Course Description

pleadings, motions and client correspondence. Students also develop techniques for case organization and review for effective legal writing.

MANAGEMENT

MG 190 Business Administration Internship 3

Prerequisite: Completion of at least one-half the credits toward a certificate or degree.

A supervised work experience (minimum of 120 hours) for senior business students in a business environment, providing an opportunity to apply the learning outcomes of prior course work. An overall cum of 2.0 is needed.

MG 201 Principles of Management 3

This course is designed to provide the student with a basic understanding of management principles, techniques, and concepts. Course material includes an overview of the nature of organization and the six primary functions of the manager: creating, planning, organizing, motivating, communicating, and controlling.

MG 202 Human Resource Management 3

An introduction to the principles and practices relating to the management of human resources. Topics will include recruitment, hiring, employee development, performance appraisals, compensation, motivation, and current issues in affirmative action.

MG 206 Small Business 3

This course provides practical information about small business, including suggestions on financing, managing and formulating business policies. Topics covered include getting started, efficient organization, delegating authority, and competing profitably with larger business.

MG 215 International Business Relations 3

An introduction to the principles of international marketing, examining the historical background of overseas trade, interstate commercial policies, international finance, and fundamentals of importing and exporting. The dominant theme is the relationship between business and change in the social, political, and economic environment.

MARKETING

MK 201 Principles of Marketing 3

The objective of this course is to familiarize the student with the scope, terminology, and procedures of marketing in a modern firm. The various elements of marketing—pricing, promotion, distribution, and product planning—are carefully analyzed. Consumer motivation and the diffusion and adoption of new goods and services are studied.

MASS COMMUNICATIONS

Mass communications courses are offered at both Emerson College and the Massachusetts Communications College for Fisher College students enrolled in the Administrative Assistant: Mass Communications concentration program. These students select specific communication courses at these area colleges with the assistance of their academic advisor or program director. A student may enroll in no more than four (4) such courses without incurring additional tuition fees.

MATHEMATICS

MA 001	Preparatory Mathematics	3
---------------	--------------------------------	----------

This course is designed for students whose mathematics placement test results indicate that a basic review is needed for successful completion of required algebra courses. Topics include operations with whole numbers, fractions, and decimals; percentages; ratios; and proportions. The course will also offer an introduction to elementary algebra, geometry and statistics. May not be applied to a certificate or degree program.

MA 105	Basic Algebra I	3
---------------	------------------------	----------

This beginning course in algebra reviews operations with real numbers (including fractions). It also covers linear equations and their applications, graphing, linear systems, and operations with exponents and polynomials. May not be taken for credit if an upper-level math course has been completed. A library component will be included.

MA 106	Basic Algebra II	3
---------------	-------------------------	----------

Prerequisite: MA 105 with a grade of C- or higher or Placement Test
This course is a continuation of MA 105. It covers factoring, algebraic fractions, radicals, quadratic equations, fractional exponents, and other

Day Course Description

topics as time allows. May not be taken for credit if an upper-level math course has been completed. A library component will be included.

MA 107 College Algebra

3

Prerequisite: MA 106 with a grade of C- or higher, two years of high school algebra or Placement Test

Topics include a review of fundamental concepts; linear and quadratic equations, inequalities, and their applications; functions; graphing; systems of equations and inequalities; exponential and logarithmic functions. As time allows, additional topics may include: conic sections; polynomial equations; sequences and series. A library component will be included. May not be taken for credit if any upper-level math course (MA 109, 110) has been completed.

MA 109 Applied Calculus I

3

Prerequisite: MA 107 with a grade of C- or higher, three years of college preparatory mathematics, or Placement Test

An introduction to the techniques and applications of differential calculus, particularly as they relate to business, life, and the social sciences. Topics include a review of functions, limits, continuity, the definition of the derivative, differentiation techniques, applications of differentiation (including maximum and minimum values, curve sketching, and related rates), a review of logarithms, the derivatives of exponential and logarithmic functions and their applications. A library component will be included.

MA 110 Applied Calculus II

3

Prerequisite: MA 109 with a grade of C- or higher, or Placement Test

This course is an introduction to integral calculus, particularly as it relates to business, life, and the social sciences, and also includes further topics in differentiation. Topics include the indefinite and definite integral; the Fundamental Theorem of Calculus; integration techniques and related applications; multivariable differentiation, integration, and applications. As time allows, additional topics may include; differential equations; sequences, series, and tests of convergence; Newton's method; probability. A library component will be included.

MA 121 Basic Statistics

3

Prerequisite: MA 106 with a grade of C- or higher

An introduction to the basic elements of pre-calculus statistics. Topics include data collection and presentation, frequency distributions,

measures of central tendency, measures of variation, sampling techniques, basic probability theory, and statistical inference.

MEDICAL ASSISTANT

ME 102	Administrative Procedures for the Medical Office	3
---------------	---	----------

Prerequisite: Keyboarding proficiency of 25 WPM

This course is focused on the administrative aspects of the medical office setting. Topics of instruction include history of medicine, medicolegal issues, telephone procedures, patient reception, appointment scheduling, correspondence and mail management practices, medical records management, filing, accounting systems, billing and collecting, insurance billing, travel arrangements and professional reports, drugs and prescriptions, office, and personnel management practices. Resume writing and job interview techniques are also included. This course has a hands-on approach based on student practice software. (Formerly ME 221)

ME 190	Medical Assistant Internship	4
---------------	-------------------------------------	----------

Prerequisite: ME 221, ME 205, ME 206 with a grade of C or higher
A practicum experience (minimum of 180 hours) in physicians' offices, clinics, accredited hospitals, and health maintenance organizations (HMOs) for seniors in the Medical Assistant program.

ME 201	Medical Terminology	3
---------------	----------------------------	----------

A course designed to instruct the student in the most common roots, prefixes, and suffixes in medical terminology, thus enabling the student to combine these forms with insight and understanding. Emphasis is placed on spelling, pronunciation, and the use of the medical dictionary where the student is instructed in the basic terms common to all physicians.

ME 205	Clinical Assisting I	3
---------------	-----------------------------	----------

Prerequisite: SC 101 with a grade of C or higher
Pre/Co-requisite: SC 102 with a grade of C or higher
This course is focused on the clinical aspects of the medical office setting. Topics of instruction include basic laboratory procedures in hematology, serology, urinalysis, venipuncture, medical microbiology, collection and handling of specimens, sterilization and disinfection techniques. Application of medical asepsis and infection control in the medical office is highly emphasized.

ME 206 Clinical Assisting II **3**

Prerequisite: ME 205 with a grade of C or higher, SC 101, SC 102 with a grade of C or higher

Students receive instruction in vital signs, patient examinations, specialty examining and procedures, minor office surgery, radiology, pharmacology, electrocardiology, and emergency medical procedures. Students become certified in CPR.

ME 213 Medical Insurance Billing **3**

Prerequisite: SC 102 or SC 125, keyboarding proficiency of 25 WPM
Pre/Co-requisite: ME 201

This course introduces the student to the major medical insurance programs and guidelines for submitting health insurance claim forms. It also gives the student a foundation of knowledge in diagnostic coding and procedural coding. Additional instruction is received in hospital insurance billing and electronic claims transmission. Legal issues relating to medical insurance claims are also discussed. This course has a hands-on approach based on student practice software.

ME 225 Medical Record Transcription **3**

Prerequisites: ME 201, SC 102 or SC 125, keyboarding proficiency of 25 WPM

This medical language course develops basic transcription proficiency by integrating spelling, grammar, and medical terminology with typing and word processing applications. Includes instruction in the use of transcription equipment, reference material, formatting various medical reports, production and accuracy standards. A portion of the course is devoted to the student's use of word processing equipment.

PHILOSOPHY

PH 101 Introduction to Philosophy **3**

Major philosophies from the time of Socrates to the present, as well as principles of logical reasoning, are featured. Issues of fundamental human concern, such as good and evil, the nature of truth, justice, and freedom, will be explored. A library component will be included.

PH 103 Ethics **3**

This course examines major theorists and theories regarding ethical decisions. Students will explore how these theories apply to contempo-

rary moral issues, both societal and individual, such as gene altering, abortion, capital punishment, euthanasia, sexual relations, cheating, and business conduct. A library component will be included.

PH 121 Philosophy of Religion 3

A philosophical examination of such issues as the nature of God, arguments for the existence of God, the problem of evil, religious experiences, miracles, and religious language. These topics will be approached analytically by examining major philosophers and philosophies from early to contemporary times. A library component will be included.

PH 123 Introduction to World Religions 3

This survey course examines the history, beliefs, doctrines, and contemporary practices of the world's major religious traditions. Religions likely to be studied include Hinduism, Buddhism, Taoism, Confucianism, Judaism, and Christianity. A library component will be included.

Topics in Philosophy 3

Based on student interest, topics such as Introduction to Jewish History and Culture, and Old Testament/Hebrew Scriptures will be offered.

PHYSICAL THERAPIST ASSISTANT

PT 102 Introduction to Physical Therapy 2

Corequisites: PT 103, SC 101 or permission of the program director. An introduction to the health care system, the field of rehabilitation and the physical therapy profession. The role and responsibilities of the physical therapist assistant and the ethical foundation of practice will be discussed. Medical terminology and an introduction to disease and disability is included. (2 lecture, 0 lab, 0 clinic hours per week)

PT 103 Physical Therapy Procedures I 2

Corequisites (or prerequisites, if within the past five years): SC 101, PT 102 with a grade of C+ or higher if prerequisite, or permission of the program director.

Implementation of basic physical therapy treatment procedures. Didactic and laboratory practice for ambulation, bed positioning, wheelchair usage, transfers, and selected basic patient care procedures. (1 lecture, 3 lab, 0 clinic hours per week)

PT 121 Functional Anatomy 3

Prerequisite: SC 101 with a grade of C+ or higher

Corequisites: SC 102, or if a prerequisite, with a grade of C+ or higher, PT 122, PT 123, and PT 216; or permission of program director.

A detailed study of the neuro-muscular systems, human motion and its application to therapeutic exercise, manual muscle testing, goniometry, gait and posture assessment. (2 lecture, 3 lab, 0 clinic hours per week)

PT 122 Physical Agents 3

Prerequisite: SC 101, PT 102 and PT 103 with a C+ or higher.

Corequisites: (or prerequisite, if within the past five years): SC 102, PT 121, PT 123, and PT 216 with a grade of C+ or higher if prerequisite; or permission of program director.

Implementation of physical therapy treatment procedures utilizing physical agents. Didactic and laboratory practice for selected electrotherapy, heat, cold, and hydrotherapy modalities. (2 lecture, 3 lab, 0 clinic hours per week)

PT 123 Therapeutic Exercise 3

Prerequisites: SC 101, PT 102 and PT 103 with a C+ or higher.

Corequisites: (or prerequisite, if within the past five years): SC 102, PT 121, PT 122, and PT 216 with a grade of C+ or higher if prerequisite; or permission of program director.

Didactic and laboratory practice for basic physical therapy exercise treatment procedures. (2 lecture, 3 lab, 0 clinic hours per week)

PT 210 PT Procedures for Orthopedic Conditions 4

Prerequisites: SC 102, PT 121, PT 122, PT 123, and PT 216 with a grade of C+ or higher; or permission of program director.

Corequisites: PT 211, PT 213, PT 215, PT 220, PT 291 or permission of program director.

A review of the pathological process, evaluation, and appropriate physical therapy procedures for selected adult and pediatric orthopedic conditions commonly seen in physical therapy. A problem solving approach will be utilized to provide the student the opportunity to identify appropriate treatments. (3 lecture, 3 lab, 0 clinic hours per week)

PT 211 Advanced Therapeutic Exercise 3

Prerequisites: SC 102, PT 121, PT 122, PT 123, and PT 216 with a grade of C+ or higher.

Corequisites: PT 210, PT 213, PT 215, PT 220, PT 291; or permission of program director.

This course is designed to provide the PTA student with entry level skills for selected, advanced therapeutic exercise techniques with an emphasis on the normalization of motor patterns. A problem solving approach will be utilized to provide the student an opportunity to identify appropriate treatments. (2 lecture, 3 lab, 0 clinic hours per week)

PT 213 PT Procedures For Neurological Conditions 3

Prerequisites: SC 102, PT 121, PT 122, PT 123, and PT 216 with a grade of C+ or higher.

Corequisites: PT 210, PT 211, PT 215, PT 220, PT 291; or permission of program director.

A review of the pathological process, evaluation, and appropriate physical therapy procedures for selected adult and pediatric neurological conditions commonly seen in physical therapy. A problem solving approach will be utilized to provide the student an opportunity to identify appropriate treatments. (2 lecture, 3 lab, 0 clinic hours per week)

PT 215 PT Procedures II 3

Prerequisites: SC 102, PT 121, PT 122, PT 123, and PT 216 with a grade of C+ or higher.

Corequisites: PT 210, PT 211, PT 213, PT 220, PT 291; or permission of program director.

A review of the pathological process, PT assessment, and appropriate physical therapy procedures for select medical conditions, including cardiopulmonary and amputee patients. Prosthetic management of the amputee patient is also included. A problem solving approach will be utilized to provide the student an opportunity to identify appropriate treatments. (2 lecture, 2 lab, 0 clinic hours per week)

PT 216 Pathophysiology for PTA's 3

Prerequisites: SC 101, PT 102, PT 103 with a grade of C+ or higher; or permission of the program director.

Corequisites: SC 102, PT 121, PT 122, PT 123; or permission of program director.

A review of the patho-physiological process, medical treatment and appropriate physical therapy procedures for selected adult and pediatric medical conditions commonly seen in physical therapy. An introduction to pharmacology and physiological responses to aging is included. (3 lecture, 0 lab, 0 clinic hours per week)

PT 220 Professional Issues in Physical Therapy 2

Prerequisites: PT 102 with a grade of C+ or higher; or permission of program director

Corequisites: PT 210, PT 211, PT 213, PT 215, PT 291; or permission of program director.

An introduction to the communication and interpersonal skills required of a health care professional. Includes, the psychosocial needs of the disabled, elderly, and dying patient. Professional and ethical issues related to physical therapy and health will be discussed. (2 lecture, 0 lab, 0 clinic hours per week)

PT 291 Clinical Experience I 1

Prerequisites: SC 102, PT 121, PT 122, PT 123, and PT 216 with a grade of C+ or higher; or permission of program director.

Corequisites: PT 210, PT 211, PT 213, PT 215, PT 220; or permission of program director.

A clinical experience for one day per week under the direct supervision of a licensed physical therapist. (0 lecture, 0 lab, 8 clinical hours per week)

PT 293 Clinical Experience II 8

Prerequisites: PT 210, PT 211, PT 213, PT 215, PT 216, PT 220, PT 291 with a grade of C+ or higher and permission of program director.

Corequisites: PT 294; or permission of program director.

An 8 week full time, clinical experience (320 hours) under the direct supervision of a licensed physical therapist. (0 lecture, 0 lab, 40 clinic hours per week)

PT 294 Clinical Experience III 8

Prerequisites: PT 210, PT 211, PT 213, PT 215, PT 216, PT 220, PT 291 with a grade of C+ or higher and permission of program director.

Corequisites: PT 293; or permission of program director.

An 8 week full time, clinical experience (320 hours) under the direct supervision of a licensed physical therapist. (0 lecture, 0 lab, 40 clinical hours per week)

PSYCHOLOGY

PS 101 Introduction to Psychology 3

An introduction to the scientific study of behavior. The introductory readings and lectures demonstrate how psychology has emerged as a distinct social science. The following areas are studied: the nervous

system and its relationship to behavior, the sensory processes, learning, cognition, testing, individual differences, and personality.

PS 103 Child Development 3

This survey course examines the cognitive, emotional, social, and physical development of children from birth to eight years of age. Child development theories as well as empirical research relating to each area of development will be discussed. Emphasis will be placed on the characteristics of healthy environments that promote optimal child development.

PS 105 Human Development 3

This course will introduce the student to the life-cycle study of human development from conception to death. It will include physical, emotional, and cognitive development at each significant developmental stage. This life-cycle approach will emphasize the works of Elkind, Erikson, Piaget, and Levenson.

PS 107 Prenatal, Infant, and Toddler Development 3

This course focuses on human growth and development from conception through the third year of life. Theories relating to the first three years as well as milestones in physical, cognitive, social and emotional development will be discussed. Characteristics of environments that promote optimal development will be emphasized.

PS 133 Psychology of Women 3

This course will focus on recent theories which have been proposed to help explain the psychological development of women including: dominant vs. subordinate group, reproduction of mothering, moral development, self-in-relation, and epistemological development. Students will learn the basic tenets of each theory to determine the validity of these development theories in their own lives.

Topics in Psychology 3

Based on student interest, topics such as Psychology of Personality, Preschool through Adolescent Psychology and Abnormal Psychology will be offered.

SCIENCE

SC 101 Anatomy and Physiology I 4

The first half of a two semester course, beginning with the chemical, cellular and tissue levels of organization and expanding into the structure

Day Course Description

and function of the integumentary system, muscular system, skeletal system, circulatory system, lymphatic system and immune system. (3 lecture and 2 lab hours per week). A library component will be included.

SC 102 Anatomy and Physiology II **4**

Prerequisite: SC 101 with a grade of C or higher

This course continues with the study of the structure and function of the human body with emphasis placed on the endocrine system, respiratory system, digestive system, nervous system, reproductive system and urinary system. (3 lecture and 2 lab hours per week). A library component will be included.

SC 103 General Biology **4**

This course begins with a general introduction into the nature of biological science and its significance in our everyday lives. It continues with the organization of matter, inorganic and organic molecules, followed by cellular biology, cellular division, genetics, ecology, evolution, comparative anatomy and physiology. It concludes with the study of the five kingdoms; Prokaryotae, Protista, Fungi, Plantae, Animalia, and the study of viruses as separate entities. (3 lecture and 2 lab hours per week). A library component will be included.

SC 113 Principles of Chemistry **4**

Prerequisite: MA 105 with a grade of C or higher

This course will provide a survey of the basic principles of inorganic and organic chemistry and their application to health-related issues. Topics to be included in inorganic chemistry are: scientific measurements, energy and matter, atoms and elements, compounds and their bonds, chemical reactions, solutions, acids and bases, gases and nuclear radiations. Organic chemistry topics will include: alkenes, alcohols, phenols, ethers, aldehydes and ketones, organic acids and esters, amines and amides. The study of the biochemical molecules lipids, proteins, carbohydrates and nucleic acids will also be included. Laboratory work is a required component for this course. A library component will be included.

SC 121 Human Reproductive Biology **3**

A non-lab science course for students with no biology background. Main subject areas to be discussed are inheritance, human reproduction, and birth defects. Included also will be a survey of such current issues as laboratory reproduction, genetic engineering, and recombinant DNA research. A library component will be included.

SC 125 Human Physiology 3

A study of the structure and function of the major organ systems of the human body. Discussions will include normal and abnormal physiology with emphasis on the interaction of these systems in health and disease. In addition, the effects of the environment, nutrition, and exercise will be examined. A library component will be included.

SC 129 Human Biology 4

This course introduces students to the key biological and chemical principles that apply to all living things. It continues with the description and function of the components of the cell leading into the structure and function of the human organ systems. Diseases pertaining to each system and their prevention are discussed. Emphasis is also placed on human genetics, human behavior and learning, human evolution, human population increase and its impact on the dynamic balance of the biosphere. (3 lecture and 2 lab hours per week). A library component will be included.

SC 131 Environmental Science 3

A science course designed to promote student investigation of current environmental issues and crises such as global warming, energy production, endangered species, and the destruction of tropical rain forests. Discussion will also focus on the impact of population growth and the preservation of natural resources for future generations. A library component will be included.

SC 135 Introduction to Astronomy 3

This course provides an introduction to the major topics of astronomy. Beginning with the Earth and moving outward, the course explores the solar system, the nearby stars, Earth's galaxy, and, finally, distant galaxies and the origin of the universe. A library component will be included.

Topics in Science 3

Based on student interest, topics such as Health Concepts and Applications will be offered.

SOCIOLOGY**SO 101 Introduction to Sociology 3**

Explores the basic concepts, research methods, and theories concerning the relationship between individuals and society. This course will

Day Course Description

emphasize the influence of culture, social structure, and institutions in explaining human activity. The topics of deviance, collective behavior, and social change will also be examined and discussed. A library component will be included.

SO 103 The Family **3**

This course presents an interdisciplinary and cross-cultural view of the family. Readings from history, anthropology, human growth and development, and sociology will be studied. A number of popular beliefs and myths will be examined for validity. A library component will be included.

SO 105 Introduction to Criminology **3**

After an analysis of current statistical data on crime and its distribution within the United States, students will examine criminological theories and how these theories relate to crime data, patterns of deviance, and the public's response to criminal behavior. A library component will be included.

SO 131 Sociology of Womanhood **3**

This course focuses on the experiences of women and the significance of gender in society. Specific areas of investigation include the social construction of gender, women and work, the state, patriarchy, and the role of women in society and in the family. Particular attention will be paid to such factors as race, ethnicity, and class to understand more fully women's roles across cultures and over time.

Topics in Sociology **3**

Based on student interest, topics such as Racial and Ethnic Experience in America will be offered.

TRAVEL AND HOSPITALITY MANAGEMENT

TH 101 Introduction to Travel/Hospitality Industry **3**

This course will acquaint students with the fields of travel, tourism and hospitality by investigating the many small businesses that make up the industry. This industry's attractions, history, innovations, financial structure and methods of organization will be presented as students learn how each field relates with others in the industry.

TH 103 Travel Geography: Western Hemisphere 3

A course designed to familiarize students with the climate, topography, culture, boundaries, resorts, and sightseeing attractions of countries in the Western Hemisphere.

TH 104 Travel Geography: Eastern Hemisphere 3

A course designed to familiarize students with countries in the Eastern Hemisphere, focusing on boundaries, climate, culture, currency, resort areas, and sightseeing attractions.

TH 105	Principles of Meeting Management	3
---------------	---	----------

An analysis of the functions and responsibilities of the meeting planner. Each phase of the process of planning a meeting will be discussed. Key topics include types of meetings, site selection, contract negotiations, audiovisual needs, and food and beverage requirements.

TH 200	Travel/Hospitality Internship	3
---------------	--------------------------------------	----------

Prerequisite: TH 101, TH 103

A supervised work experience for Travel and Hospitality Management seniors, where students are placed in travel and hospitality related offices to gain practical experience. Seminars on campus are required. Minimum hours: 120 hours for 3 credits.

TH 201	Travel Hospitality Sales and Marketing	3
---------------	---	----------

This course examines the process and activities required to market and sell the tourism and hospitality product. Such concepts as the psychology of the traveler, marketing mix, communication, advertising, sales function and the sales interview are addressed thoroughly.

TH 204	Professional Travel Agency Management	3
---------------	--	----------

Prerequisite: TH 101

A course designed to familiarize students with Travel Agency operations from a management perspective and deal with the complex issues facing managers.

TH 209	Computerized Reservation Systems I	3
---------------	---	----------

After learning to schedule, price and ticket domestic and international airline itineraries using manual procedures, students are introduced to the functions of an airline computer reservation system. Students will learn to retrieve availability, reserve flights and create a basic PNR.

TH 210 Computerized Reservation Systems II **3**

Prerequisite: AA 101, TH 209

This course is an intensive study of tourism and hospitality computer reservation procedures. Students will continue their airline automation training and they will learn how to operate the MARSHA hotel reservation computer system.

Topics in Travel and Hospitality Management **3**

Based on student interest, topics such as Hotel/Motel Operations and Group Tour Planning will be offered.

WOMEN'S STUDIES

WS 101 Introduction to Women's Studies **3**

Introduction to Women's Studies is an interdisciplinary course that examines historical and contemporary feminist works and theory by exploring women's experiences, their representations, and their relative positions in societies. This course introduces students to diversity and dissent within feminism by exploring multiple perspectives in Western feminist theory and by situating these perspectives within their historical, academic, and political contexts.

▼ Division of Continuing Education ▼

Please refer to the General Information, College Policies and Academic Information sections for information which applies to students in both the Day Division and the Division of Continuing Education.

▼ Division of Continuing Education

Fisher's Division of Continuing Education was established in January 1975. Recognizing the rapidly changing needs of business, Fisher has developed Associate in Science and Associate in Arts degree programs and certificate programs to help men and women improve their occupational skills and prepare for positions of increased responsibility and stature. Today, Fisher offers programs at various locations throughout Massachusetts.

Continuing Education

The continuing education program at Fisher allows a qualified person to receive an Associate in Science degree or an Associate in Arts degree within two years, by attending full time. A certificate may be earned within one year by attending full time. A student may also attend half time. Each class meets either Monday and Wednesday or Tuesday and Thursday evenings. Classes are also offered during the day at most campus locations. Consult your local Campus Director for information regarding the programs offered.

APPLICATION PROCEDURES

Call the Admissions Counselor at the chosen Campus to make an appointment (locations and telephone numbers are listed at the end of this publication). The Admissions Counselor will discuss the College's programs and course offerings, and will give assistance in completing the registration form. There is no registration fee in the Division of Continuing Education. An official high school transcript indicating date of graduation should be submitted before or at the completion of 15 semester hours.

ACADEMIC CALENDAR 1998-1999**Division of Continuing Education**

Term Beginning	Scheduled Time Off	Term Ending
July 13, 1998	Labor Day September 7, 1998 Final Exams September 2-3, 1998 Labor Day Recess September 7-13, 1998	September 3, 1998
September 14, 1998	Columbus Day October 12, 1998 Final Exams November 4-5, 1998	November 5, 1998
November 9, 1998	Veterans' Day November 11, 1998 Thanksgiving Day November 26, 1998 Holiday Recess December 21, 1998 to January 3, 1999 Final Exams January 13-14, 1999	January 14, 1999
January 19, 1999	Martin Luther King's Birthday January 18, 1999 Presidents' Day February 15, 1999 Final Exams March 10-11, 1999	March 11, 1999
March 15, 1999	Patriots' Day April 19, 1999 Final Exams May 5-6, 1999	May 6, 1999
May 10, 1999	Memorial Day May 31, 1999 Final Exams June 30-July 1, 1999 Summer Recess July 5-11, 1999	July 1, 1999
July 12, 1999	Final Exams September 1-2, 1999 Labor Day Recess September 6-12, 1999	September 2, 1999

CONTINUING EDUCATION LOCATIONS

Attleboro Falls Campus

Thomas M. Sabbagh, B.A., B.S.,
M.Ed., Director

Fisher College
451 Elm St.
Attleboro Falls, MA 02763
(508) 699-6200

Fitchburg Campus

Jacqueline E. Belrose, B.A., J.D.,
Director

Fisher College
430 Main Street
Fitchburg, MA 01420
(978) 342-8919

Boston Campus

Dabney LaRochelle, B.S.,
Director

Fisher College
108 Beacon Street
Boston, MA 02116
(617) 536-4647

Framingham Campus

Brenda Bongiorno, B.A., M.Ed,
Director

Stephens School
25 Clinton Street
Framingham, MA 01702
(508) 820-0009

Cape Cod Campus

Janet C. Harrington, B.S., M.B.A.,
Director

Fisher College
142 Corporation Road
Hyannis, MA 02601
(508) 771-6610

Malden Campus

Roxanne E. Jackman, B.A.,
M.S.W., M.B.A., Director

Fisher College
366 Charles Street
Malden, MA 02148
(781) 321-0055

Fall River Campus

Susan M. Bouley, B.S., M.B.A.
Director

Fisher College
1658 President Avenue
Fall River, MA 02720
(508) 675-0171

Marlborough Campus

Stephen J. Gexler, B.A., M.A.,
Director

Fisher College
The Walker Building
255 Main Street
Marlborough, MA 01752
(508) 481-3114

New Bedford Campus

Dennis P. Paquette, B.A., M.A.,
Director

Fisher College
777 Church Street
New Bedford, MA 02745
(508) 998-3254

South Shore Campus

John N. Erickson, B.A., M.Ed.,
Director

Fisher College
436 Court Street
Plymouth, MA 02360
(508) 746-7202

Taunton Campus

Thomas H. McGill, B.S., A.B.,
M.A., M.Div., M.F.A., Director

Fisher College
Jones Block
17 Broadway
Taunton, MA 02780-3208
(508) 823-8583

STUDENT SERVICES

The College recognizes the demands on the adult learner and assists by providing academic, career, and financial aid counseling, as well as study-skills and career-preparation workshops. Contact the Campus Director or Admissions Counselor for details.

Bookstore

All Fisher Continuing Education locations provide Bookstore facilities. The Main College Bookstore is at 116 Beacon Street, Boston, in the Mall area. Each Bookstore supplies students with textbooks and basic classroom needs. In addition, Fisher T-shirts, sweatshirts, and other souvenirs can be ordered from the main Bookstore in Boston.

Dining Room (Boston)

The College Dining Room is open for evening students on a cash basis, 4:30 - 7:00 p.m. Monday - Friday. Closed during Summer and vacations

Transportation—Main Boston Campus

Fisher College is easily accessible by public transportation, with some services offering special discounts to students.

Parking

Information on parking facilities is available at each Division of Continuing Education location.

FINANCIAL INFORMATION

Required Expenses—Continuing Education Academic Year 1998-1999

Tuition, per credit hour	\$150
Tuition, per three-credit course	\$450
Registration Fee	\$0
Graduation Fee	\$30
Computer usage/Lab Fee, per course	\$45
Payment Plan Fee, per term	\$20

These charges do not include costs for books and supplies. All financial obligations must be met, or payment arrangements made, prior to registration for classes. A student whose payments are in arrears may not be allowed to attend classes, use any College services, take exams, have transcripts sent, receive grades or a degree, or enroll in subsequent terms. Payment may be made by cash, check, money order, or credit card (MasterCard, Visa). Tuition charges are payable in advance for the entire term.

The Board of Trustees reserves the right to adjust charges in accordance with changing costs of operation. The contractor for a term of education is responsible for a full term's charges. The fact that charges may be paid in two installments (with service charge) does not constitute a fractional contract.

Refund Schedule

If eligible, students will receive refunds as per the schedule below, less any appropriate portion of financial aid. Should the student's withdrawal forfeit financial aid, the amount forfeited becomes payable by the student.

Withdrawal Date*	Tuition Refund
Prior to 2nd class meeting	90%
Prior to 3rd class meeting	50%
Prior to 4th class meeting	0%
Class cancelled	100%

* The withdrawal date is the date that notice, in writing, is received by the Campus Director or postmarked if mailed. Refunds will be processed via Refund Request Forms only.

▼Financial Aid--Division of Continuing Education

Fisher College provides financial aid from a variety of Federal, State and institutional sources. Financial Aid consists of grants, loans, scholarships and employment which are awarded based on financial need. Financial need is determined through the Free Application for Federal Student Aid (FAFSA) which must be filed each year. In order to be eligible a student must meet all of the following criteria:

1. be accepted and enrolled in an eligible degree or certificate program;
2. be a US Citizen or eligible non-citizen;
3. have a High School diploma or its recognized equivalent;
4. maintain satisfactory academic progress;
5. not owe a refund on a Federal Pell Grant or be in default of a Title IV Loan;
6. be enrolled on at least a half time basis if applying for a student loan, and at least 3 credits for a Federal Pell Grant, depending on financial need;
7. files a statement of educational purpose;
8. has a correct social security number;
9. satisfies the Selective Service registration requirements.

APPLICATION PROCESS

To determine eligibility Fisher College requires that students and parents complete the Free Application for Federal Student Aid (FAFSA), a Financial Aid Verification Worksheet, and all appropriate income verification documentation. Once the FAFSA is processed, an ISIR (Institutional Student Information Report) is received by the Financial Aid Office. Student eligibility is determined based on the information provided from the ISIR and an Award Letter is mailed to the student. Once the student returns the signed and accepted Award Letter, the financial aid will be processed according to Federal and State regulations. Applications are available year-round; however, due to funding limits, students are urged to apply early (after January 1 of each academic year).

HOW NEED IS DETERMINED

Eligibility for financial aid is based upon the cost of attendance for the student enrolled at Fisher College and the contribution that is expected from the family as determined by the FAFSA calculation.

The total cost of attendance is an estimate of all expenses the student normally incurs during the academic year. Tuition, room and board or living expenses, books and supplies, meal plans, transportation expenses and personal expenses are all factored into the cost of attendance budget.

The family contribution portion consists of the total resources that can be reasonably expected from parents and students. The family contribution is determined through a need analysis of the information provided on the FAFSA and calculated using the US Department of Education's formula.

Cost of Attendance - Family Contribution = Need

The types and amounts of aid vary depending on the resources available through the College, eligibility requirements of individual federal programs, and resources available in relation to receipt of the FAFSA. A student is eligible for financial aid up to the amount of their need. Awards are determined based on the EFC Expected Family Contribution as provided from the FAFSA. Financial aid awards are disbursed on a per term basis for the Division of Continuing Education. Awards will be applied to the students account as the funds become available based on eligibility. The Awarding Policy is available in the Financial Aid Office.

FEDERAL FINANCIAL AID SOURCES

Federal Pell Grant

The Pell Grant provides funds to students who demonstrate a high level of need. This entitlement program ranges from \$400 to \$3,000 per year for low-income students.

Federal Supplemental Educational Opportunity Grant (SEOG)

These federal funds are awarded to students with exceptional financial need. SEOG funds are awarded to the neediest Pell Grant recipients on a funds available basis and range from \$100 to \$1,500.

Federal College Work Study

This program provides students the opportunity to work on both on and off campus. This award is paid directly to students on a monthly basis for hours worked. Hourly pay rates may differ depending upon the type of employment, but may not be less than the Massachusetts minimum hourly wage. The terms and conditions of placement will be explained prior to employment.

Federal Subsidized Stafford Loan Program

A low-interest, long-term loan available through participating banks. The variable interest charge for new borrowers will be paid to the bank by the federal government while students are in school and during a six-month grace period after leaving school. This loan is based on financial need. Award amounts vary depending on student eligibility. Students must be enrolled at least half-time in an eligible program. Repayment begins six months after the student ceases to be enrolled at least half-time, with a minimum monthly payment of \$50 for up to ten years. Additional terms and conditions of the loan will be provided upon disbursement or upon request.

Federal Unsubsidized Stafford Loan Program

A federally guaranteed loan available to "independent" students to help meet costs of education. This program is identical to the Federal Subsidized Stafford Loan except that the interest is not subsidized by the federal government. Interest will accrue while the student is enrolled in school. The student may defer the interest and principal until repayment begins; pay the accrued interest while in school, deferring only the principal; or begin repayment of principal and interest immediately. Additional terms and conditions of the loan will be provided upon disbursement or upon request.

Federal PLUS Loan Program

PLUS Loans enable parents with good credit histories to borrow to pay the education expenses of each child who is a dependent undergraduate student enrolled at least half time. The yearly limit on the PLUS Loan is equal to the cost of attendance minus any other financial aid received.

ALTERNATIVE LOAN PROGRAM

These programs are not based upon financial need. Eligibility is primarily determined by credit rating and debt-to-income ratio. Before pursuing any supplemental loans, students and families are encouraged to explore available federal, state, private, and College financial assistance.

TERI Loans

These loans are offered through The Educational Resources Institute and allow credit worthy applicants to borrow up to the cost of education minus any financial aid received. For more information, please contact the Financial Aid Office.

STATE FINANCIAL ASSISTANCE

MASSGrant

Full-time residents of Massachusetts are eligible to receive funds of \$400 to \$2,500 per academic year. In order to apply for these funds, Question #102 of the FAFSA must be left blank. The MASSGrant application deadline is May 1 of each year.

MASS Part-time Grant

Part-time residents of Massachusetts are eligible to receive funds of \$200 to \$1,250 per academic year. In order to apply for these funds, Question #102 of the FAFSA must be left blank. The MASSGrant application deadline is May 1 of each year.

Performance Bonus Grants

Awards of \$350 per academic year may be available to Massachusetts residents who are eligible to receive the MASSGrant and who have a cumulative Grade Point Average (GPA) of 3.0 or higher and have completed a minimum of 24 credits beyond high school.

Other State Scholarships

The states of Maine, New Hampshire, Pennsylvania, Rhode Island, and Vermont allow residents to use their state scholarship funds at colleges in Massachusetts. In order to apply for these funds, Question # 102 on the FAFSA must be left blank. For information on application deadlines or other eligibility requirements, students are encouraged to contact their guidance counselor or the Financial Aid Office.

INSTITUTIONAL SCHOLARSHIPS

Fisher Trustee Scholarship

Each year the Board of Trustees allocates institutional funds to assist students with financial need. Fisher Trustee Scholarship awards are used primarily to supplement aid from federal and state sources.

SATISFACTORY ACADEMIC PROGRESS

The United States Department of Education has established regulations regarding satisfactory academic progress for use in awarding of student financial assistance. These regulations provide parameters for institutions to use in establishing their specific standards of satisfactory progress for purposes of awarding all federal student financial assistance. Students who are not making satisfactory academic progress are prohibited from receiving financial aid. A complete copy of the Fisher College criteria for determining satisfactory academic progress is available in the Financial Aid Office.

FINANCIAL AID REFUND POLICY

Financial aid recipients who are first-time credit course enrollees and withdraw within the first 60% of the term receive the federal pro-rata refund calculation. Contact the Financial Aid Office for a copy of this policy.

▼Academic Information--Division of Continuing Education

EVALUATION OF STUDENT PERFORMANCE

The Evening Division academic year is divided into six 8-week terms. At the end of each term grades are mailed to the student and become a permanent part of the student's academic record.

Final written examinations are required in each academic subject. Every student is required to successfully complete all course requirements including final examinations. Students late for exams are admitted at the discretion of the instructor; however, no extra time is allowed at the end. The weight of the final exam grade to the student's overall average differs among departments. In no instance, however, should it count for more than one third of the final grade. Final exams and papers are retained by the instructors for a period of six weeks for student review and re-evaluation.

DEAN'S LIST

Degree and certificate students in the Division of Continuing Education may qualify for the Dean's List as follows:

At the point of earning a total of 15, 30, 45, or 60 college-level, quality-point bearing credits through course work at Fisher, Dean's List candidates must:

1. Achieve a minimum cumulative quality-point average of 3.30
2. Have no failing grades within that 15-credit time period.

ACADEMIC ASSESSMENT/PREPARATORY COURSES

Proficiency Exams

Students are given an assessment test during the first class meeting of English I: Expository Writing (EN 101) and Basic Algebra I (MA 105). The following courses are available for those students whose test results show a lack of the necessary skills required for success in college-level courses in math and English.

Preparatory English EN 001

A review of basic skills which will prepare students to meet the writing demands of EN 101. Emphasis will be placed on review and drill of grammar. Also covered will be the mechanics and expression of ideas through clear, concise sentences and well-developed paragraphs. The final assignment of the semester will be a formal essay. May not be applied to certificate or degree programs.

Preparatory Mathematics MA 001

This course is designed for students who have not had algebra in high school, who had it several years ago, or whose mathematics placement test results indicate that a review is needed for the successful completion of required algebra courses. The course reviews basic mathematics covering whole numbers, fractions, decimals, percentages, ratios, and proportions. It will also offer an introduction to elementary algebra. May not be applied to certificate or degree programs.

CREDIT FOR LIFE EXPERIENCE

Fisher College offers proficiency examinations to Continuing Education degree or certificate candidates for credit for life experience. By passing the College's proficiency exams, a student can earn three credits in any of the following courses:

AA 101*	Introductory Keyboarding
AA 102	Intermediate Keyboarding
AA 223*	Word Processing Operations
AA 224	Advanced Word Processing with Desktop Publishing
AC 121	Financial Accounting
CS 101	Introduction to Computers
EN 101	English I: Expository Writing
MA 105*	Basic Algebra I

*Students may not take these exams for credit if a higher level of that same subject has already been successfully completed through course work, exam or transfer.

A minimum of two years' full-time relevant work experience or its equivalent must be substantiated to ensure eligibility to take proficiency exams. A \$30 fee is charged per exam.

DISTANCE LEARNING

Upon prior approval from the Campus Director, DCE students may register for specific college-level courses offered within the Division of Continuing Education which utilize interactive video or the Internet. Please consult the Campus Director for information on the availability of these courses.

JUDICIAL PROCEDURES

To ensure due process in the actions of the College administrators, there is an official College Appeals Process for any student who is dismissed from a course, or from the College for infractions of College rules. (Failure to meet academic standards of satisfactory progress does not automatically entitle a student to a hearing under the College Appeals Process.)

The College Appeals Process cannot be activated until a senior administrator of the College has indicated in writing the dismissal action. A student wishing to activate the College Appeals Process must do so within 72 hours of receipt of the dismissal action. The request for a hearing must be in writing and delivered or mailed to the office of the Dean of Continuing Education

It is the responsibility of the Dean of Continuing Education to convene within five working days a College Appeals Committee. Notice of time and place of the hearing must be communicated to the student in writing at least 48 hours before the hearing.

The disciplinary sanction is held in abeyance pending the result of the hearing. The College Appeals Committee will consist of a chairperson (non-voting) and three voting members: a member of the College administration, a faculty member, and a student. It is the responsibility of the Chairperson to present to the members of the Committee copies of all documents pertaining to the case. The student may bring a maximum of three guests to the hearing.

The College Appeals Committee will render its decision in writing to the Dean of Continuing Education; who will then inform the student in writing of the decision within 48 hours of the hearing.

▼Program Requirements

ACADEMIC PROGRAMS--

DIVISION OF CONTINUING EDUCATION (DCE)

The academic programs offered at Fisher College combine the study of liberal arts and science with the professional skills demanded by a modern work environment. The computer is an integral component of most programs leading to degrees and certificates.

Fisher College believes that students achieve greater success when they have specific educational goals toward which to work. The academic programs are designed with a degree of flexibility so that, generally, a student may change his or her major without difficulty or adverse consequences. Admissions Counselors are assigned to each student to assist in selecting the appropriate courses necessary to meet educational objectives.

Fisher College is accredited by the New England Association of Schools and Colleges, Inc. and the American Health Information Management Association. Credits earned at Fisher are generally transferable to similar upper-level baccalaureate programs of four-year colleges and universities. Because specific program requirements vary among institutions, students wishing to transfer should work closely with their Admissions Counselor to ensure the maximum transfer of credit.

ACCOUNTING

Associate in Science Degree

Occupational forecast agree that the outlook for accounting and bookkeeping careers over the next decade is extremely favorable.

A two-year program leading to an Associate in Science degree in Accounting provides an ideal base from which one can enter the accounting field as an assistant auditor, junior accountant, or bookkeeper.

Alternately, the accounting program is structured to give the student a foundation of courses in the accounting field. Students can build on this foundation to allow them to prepare for a career in accounting or to prepare for transfer to a four-year program.

		Credit Hours
Course Requirements		
AC 121	Financial Accounting	3
AC 122	Managerial Accounting	3
AC 203	Computer Based Accounting	3
AC 204	Income Taxes	3
CM 105	Public Speaking	3
CS 125	Introduction to Computer Spreadsheets	3
EC 101	Macroeconomics	3
EC 102	Microeconomics	3
EN 101	English I: Expository Writing	3
EN 102	English II: Literature and the Critical Essay	3
FI 101	Introduction to Finance	3
LA 103	Business Law and the Legal Environment I	3
MA 105	Basic Algebra I*	3
MA 106	Basic Algebra II*	3
MG 201	Principles of Management	3
PS 101	Introduction to Psychology	3
	Program Elective**	3
	Humanities Elective	3
	Free Elective	6
Minimum Total Credits		60

Note: A \$45.00 lab fee is required for AC 203 and CS 125.

* A minimum math competency of MA 106 is required. Substitution with another Math or Science elective is possible, but only after MA 106 or higher (MA 107-110, 121) has been completed.

** Program electives can be chosen from AC, FI, MG, or MK courses.

Minimum credits required for graduation--60.

ADMINISTRATIVE ASSISTANT: MEDICAL CONCENTRATION

Associate In Science Degree

This program combines medical and computer-based office administration courses with liberal arts offerings to prepare graduates as integral members of the health care administration team. Graduates are employed in hospitals, HMO's, medical clinics, and physicians' offices.

		Credit Hours
Course Requirements		
AA 102	Intermediate Keyboarding*	3
AA 223	Word Processing Operations	3
AA 224	Advanced Word Processing w/Desktop Pub.	3
BU 103	Business Communication	3
CS 101	Introduction to Computers	3
EN 101	English I: Expository Writing	3
EN 102	English II: Literature and the Critical Essay	3
MA 105	Basic Algebra I**	3
ME 102	Administrative Procedures for the Medical Office	3
ME 201	Medical Terminology	3
ME 213	Medical Insurance Billing	3
ME 225	Medical Record Transcription	3
PS 101	Introduction to Psychology	3
SC 125	Human Physiology***	3
	Humanities Electives	6
	Social Science Elective	3
	Free Electives	9
Minimum Total Credits		60

Note: A \$45.00 lab fee is required for AA 102, AA 223, AA 224, CS 101, ME 102, ME 213 and ME 225.

* Students should enroll in AA 101, Introductory Keyboarding, as a free elective, or demonstrate document formatting knowledge and a touch keyboarding skill of 25 words per minute on a three-minute timing through a placement test.

** A higher level of math (MA 106-110, 121) may be substituted.

*** Satisfied by the successful completion of SC 102, Anatomy and Physiology II.
Minimum credits required for graduation--60.

BUSINESS ADMINISTRATION

Associate in Science Degree

The program is designed for entrance into a career upon completion of two years of study or for transfer to a four-year program.

Business Administration is a promising career path. Graduates with a sound general education accompanied by skills in human relations, accounting and business management are well qualified for the workforce. Positions in banking, insurance, retailing and wholesaling, personnel and advertising, manufacturing, government, transportation and health fields are areas in which graduates find employment.

		Credit Hours
Course Requirements		
AC 121	Financial Accounting	3
AC 122	Managerial Accounting	3
EC 101	Macroeconomics	3
EC 102	Microeconomics	3
EN 101	English I: Expository Writing	3
EN 102	English II: Literature and the Critical Essay	3
LA 103	Business Law and the Legal Environment I	3
MA 105	Basic Algebra I*	3
MA 106	Basic Algebra II*	3
MG 201	Principles of Management	3
MG 202	Human Resource Management	3
MK 201	Principles of Marketing	3
PS 101	Introduction to Psychology	3
	Computer Science Elective**	3
	Humanities Electives	6
	Free Electives***	12
Minimum Total Credits		60

Note: A \$45.00 lab fee is required for the CS elective and AC 203.

* A minimum math competency of MA 106 is required. Substitution with another math or science elective is possible, but only after MA 106 or higher (MA 107-110, 121) has been completed.

** Any CS course or AC 203, Computer Based Accounting, will satisfy CS elective for this program.

*** Free Elective Choices—Consult your Admissions Counselor or Campus Director. In general, students planning to begin employment upon graduation are advised to take keyboarding, word processing, and computer application courses. Students contemplating transfer to a bachelors degree business administration program should consult with their Campus Director regarding specific requirements.

Minimum credits required for graduation--60.

COMPUTER TECHNOLOGY

Associate in Science Degree

Computer related occupations top the lists of careers with the highest growth potential.

This program is designed for an individual interested in an entry-level position in a business or professional office where most operations are computerized. The program acquaints the student with both software applications and hardware configurations widely utilized by modern business.

The Computer Technologist, in a small business, might be the only trained computer employee. It is more likely, that the Computer technologist would assist a more senior computer specialist in troubleshooting day-to-day problems arising from the operation of computer applications throughout the organization.

Credit Hours

Course Requirements

AA 223	Word Processing Operations*	3
CM 105	Public Speaking	3
CS 103	BASIC Programming I	3
CS 107	Computer Operating Systems	3
CS 123	Computerized Database Management Systems	3
CS 125	Introduction to Computer Spreadsheets	3
CS 243	Systems Analysis and Design	3
EN 101	English I: Expository Writing	3
EN 102	English II: Literature and the Critical Essay	3
MA 105	Basic Algebra I**	3
MA 106	Basic Algebra II	3
	Business/Admin Asst./Accounting Electives***	3
	Computer Science Electives****	6
	Social Science Electives	6
	Humanities Electives	6
	Free Electives	6
Minimum Total Credits		60

Note: A \$45.00 lab fee is required for AA 223 and CS courses.

* Students should enroll in AA 101, Introductory Keyboarding, as a free elective, or demonstrate document formatting knowledge and a touch keyboarding skill of 25 words per minute on a three-minute timing through a placement test.

** A higher level of math (MA 106-110, 121) may be substituted.

*** Select from courses with a prefix of either AA, AC, BU, MG, or MK, except for AA 101.

**** Select any CS course, except CS 101.

Minimum number of credits required for graduation--60.

CRIMINAL JUSTICE

Associate in Science Degree

Graduates receive a broad academic foundation for entry-level careers in law enforcement, corrections, and juvenile justice, in either the public or private sector, or transfer to a four-year program. Since these careers require working closely with a diverse public, experiencing a variety of social difficulties, the curriculum combines professional courses with appropriate social and behavioral science courses.

			Credit Hours
Course Requirements			
CJ 101	Introduction to Criminal Justice*		3
CJ 104	Juvenile Justice System		3
CJ 106	Law Enforcement Management		3
CJ 108	Criminal Court Process		3
CJ 190	Criminal Justice Internship (OR)		
	Free Elective		3
CJ 201	Corrections in America		3
CJ 202	Criminal Procedure		3
EN 101	English I: Expository Writing		3
EN 102	English II: Literature and the Critical Essay		3
LA 107	Criminal Law		3
MA 105	Basic Algebra I**		3
PS 101	Introduction to Psychology		3
SO 101	Introduction to Sociology		3
SO 105	Introduction to Criminology		3
	Computer Science Elective		3
	Humanities Electives		6
	Math/Science Elective		3
	Free Electives		6
Minimum Total Credits			60

Note: A \$45.00 lab fee is required for CS elective.

* This course may be waived based on documentation of appropriate professional experience.

** A higher level of math (MA 106-110, 121) may be substituted.

Minimum credits required for graduation--60.

EARLY CHILDHOOD EDUCATION

Associate in Arts Degree

There is an ever-increasing demand for child-care services in a variety of settings including public and private child-care centers, nursery schools, hospitals, elementary schools and special-needs programs.

Fisher offers excellent preparation for a career in any of these services through a program with a broad base of theoretical and practical knowledge. Courses in this program follow the development of the child from birth through the preschool years. The intellectual, emotional, social and physical development of the child are explored, as are the needs experienced by children as they progress through these ages.

This degree program is comprised of courses and internship experiences which not only provide a solid academic background for the student, but a thorough preparation for a career as a child care professional. Our program satisfies course requirements for teacher certification by the Massachusetts Office for Child Care Services and competencies for the National Child Development Associate Certificate.

Credit Hours

Course Requirements

ED 103	Introduction to Early Childhood Education	3
ED 121	Preschool Curricula	3
ED 200	Early Childhood Internship I	4
ED 201	Early Childhood Internship II (OR)	
	Free Elective*	3/4
ED 204	Strategies for Children's Behavior	3
ED 205	Children with Special Needs	3
EN 101	English I: Expository Writing	3
EN 102	English II: Literature and the Critical Essay	3
MA 105	Basic Algebra I**	3
PS 101	Introduction to Psychology	3
PS 103	Child Development	3
	Humanities Electives	6
	Math/Science Elective	3/4
	Social Science Electives	6
	Free Electives*	12
Minimum Total Credits		61/63

* Students should select these courses after consulting with an Admissions Counselor regarding their specific career objectives.

** A higher level of math (MA 106-110, 121) may be substituted.

Minimum credits required for graduation--61.

GENERAL STUDIES

Associate In Science Degree

The Associate in Science in General Studies Program is for the student whose career, transfer, or personal needs are not met by other programs of study at the College. While fulfilling the general education core required of all graduates, this program, through its elective choices, allows maximum flexibility for the student to discover and pursue career, transfer, and personal goals. In completing the College's core curriculum, students in this program will acquire general background in communications, social sciences, humanities, and mathematics/science. Working with an academic advisor, the General Studies major will determine a program of liberal arts and non-liberal arts courses that meets individual interests and aptitudes as well as attends to career and transfer potential. Graduates receive the degree of Associate in Science in General Studies.

Credit Hours

Course Requirements

EN 101	English I: Expository Writing	3
EN 102	English II: Literature and the Critical Essay	3
MA 105	Basic Algebra I*	3
	Humanities Electives	6
	Liberal Arts Elective**	3
	Math/Science Elective	3
	Social Science Electives	6
	Free Electives	33
Minimum Total Credits		60

* A higher level of math (MA 106-110, 121) may be substituted.

** The Liberal Arts courses consist of the Humanities, Social Sciences, Mathematics, and Natural Sciences.

Minimum credits for graduation--60.

HEALTH INFORMATION TECHNOLOGY

Associate in Science Degree

The Health Information Technology (HIT) program prepares graduates to work as health information specialists in hospitals, outpatient clinics, health centers, medical research organizations, consulting firms, long-term care and rehabilitation facilities, insurance companies and government health agencies.

Graduates will be able to organize, analyze, and technically evaluate health data according to established standards; compile and compute health related statistics; code symptoms, diseases, procedures and health services according to recognized classification systems; maintain and use a variety of health record indexes, special registries and storage and retrieval systems; enter, retrieve and maintain computerized health data; and control use and release of health information.

The HIT program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in cooperation with the Council on Accreditation of the American Health Information Management Association (AHIMA). Graduates who meet requirements of the Accredited Program; beginning with catalog year 1995-1996 and forward, are eligible to apply to write the national qualifying examination for certification as an Accredited Record Technician (ART) .

Credit Hours

Course Requirements

CM 105	Public Speaking	3
CS 101	Introduction to Computers	3
EN 101	English I: Expository Writing	3
EN 102	English II: Literature and the Critical Essay	3
HT 101	Introduction to Health Information Technology	3
HT 102	Health Information Analysis & Quality Improvement	3
HT 190	Directed Clinical Practice I	3
HT 203	Computer Applications in Health Information Management	3
HT 211	Medical Coding I	3
HT 212	Medical Coding II	3
HT 231	Management of Health Information Departments	3
HT 290	Directed Clinical Practice II	3
LA 121	Law and Ethics of Health Care	3
MA 105	Basic Algebra I*	3
ME 201	Medical Terminology	3

DCE Program Requirements

PS 101	Introduction to Psychology	3
SC 101	Anatomy and Physiology I	4
SC 102	Anatomy and Physiology II	4
SC 141	Introduction to the Study of Disease	3
	Humanities Elective	3
	Social Science Elective	3
	Free Elective	3
Minimum Total Credits		68

Note: A \$45.00 lab fee is required for CS 101, HT 203, HT 212, SC 101, and SC 102.

* A higher level of math (MA 106-110, 121) may be substituted; MA 121 is recommended.

Minimum credits for graduation--68.

HUMAN SERVICES

Associate in Science Degree

Graduates of the Human Services Program work under professional supervision to provide, manage, and coordinate a variety of intervention services to a diverse population. Program graduates are able to gather and report relevant data for effective case management, use culturally sensitive communication, and identify effective advocacy strategies for a variety of individual and group needs.

By combining course work in the liberal arts and human services with appropriate field training, graduates acquire the theoretical and practical foundations to assume a professionally responsible role within the human services industry.

Program graduates are also prepared academically to continue their study in a baccalaureate degree program in human service delivery fields, including but not limited to education, corrections, geriatrics, health care, counseling, and youth and family services.

Credit Hours

Course Requirements

CM 105	Public Speaking	3
CS 101	Introduction to Computer	3
EN 101	English I: Expository Writing	3
EN 102	English II: Literature and the Critical Essay	3
GV 105	The American Legal System	3
HS 101	Introduction to Human Services	3
HS 200	Human Services Internship I	4
HS 201	Human Services Internship II	4
HS 203	Case Management and Interviewing	3
HS 205	Survey of Mental Illnesses and Treatments	3
MA 105	Basic Algebra I*	3
PS 101	Introduction to Psychology	3
PS 105	Human Development	3
SC 129	Human Biology**	4
SO 101	Introduction to Sociology	3
SO 103	The Family	3
	Humanities Elective	3
	Free Electives	9
Minimum Total Credits		63

Note: A \$45.00 lab fee is required for CS 101 and SC 129.

* A higher level of math (MA 106-110, 121) may be substituted. MA 121 recommended.

** SC 103 and SC 104 may be substituted.

Minimum credits required for graduation--63.

LIBERAL ARTS

Associate in Arts Degree

The Liberal Arts program provides students with a well rounded education in preparation for transfer or for some entry-level career positions. The program's curriculum is designed to fulfill the core requirements taken in the first two years at most four-year colleges. A concentration is not required for graduation, but concentrations are available in Humanities, Social Sciences, and Women's Studies. Only one concentration per degree is allowed.

Credit Hours

Course Requirements

CM 105	Public Speaking	3
EN 101	English I: Expository Writing	3
EN 102	English II: Literature and the Critical Essay	3
EN 201	Intermediate Writing	3
HI 101	History of Western Civilization: Beginnings to the Renaissance	3
HI 102	History of Western Civilization: Renaissance to the Present	3
	Foreign Language*	6
	Humanities Electives	6
	Literature Elective***	3
	Math/Science Electives**	9/12
	Social Sciences Electives	6
	Free Electives	12
	Minimum Total Credits	60/63

* A minimum of one year college-level foreign language is required, but can be waived through demonstrating elementary-level competency in a foreign language. If language is waived, courses can be substituted with permission of the Campus Director.

** At least three (3) credits in mathematics at MA 105 level or higher, three (3) credits in science, and three (3) additional credits in mathematics, science, or computer programming are required.

***Any EN course except EN 001, 101, 102, 201, or ESL courses.

Minimum credits required for graduation--60.

LIBERAL ARTS: HUMANITIES CONCENTRATION

Associate in Arts Degree

The Humanities Concentration is appropriate for a student preparing to major in one of the Humanities at a four-year institution. The Concentration provides the prospective Humanities major with a solid background as well as the opportunity to determine interest in an area of study. Currently, the Humanities at Fisher College include Communications (CM), English (EN), Fine Arts (FA), Foreign Language (FL), Humanities (HU), and Philosophy (PH).

		Credit Hours
Course Requirements		
CM 105	Public Speaking	3
EN 101	English I: Expository Writing	3
EN 102	English II: Literature and the Critical Essay	3
EN 201	Intermediate Writing	3
HI 101	History of Western Civilization: Beginnings to the Renaissance	3
HI 102	History of Western Civilization: Renaissance to the Present	3
	FA, HU, or PH Elective	3
	Foreign Language*	6
	Humanities Concentration Electives****	6
	Liberal Arts Elective (Humanities, Social Science, Math, or Science)	3
	Literature Elective***	3
	Math/Science Electives**	9/12
	Social Science Electives	6
	Free Electives	6
Minimum Total Credits		60/63

* A minimum of one year college-level foreign language competency is required, but can be waived through demonstrating elementary-level competency in a foreign language. If language requirement is waived, free electives must be substituted. Completion of intermediate-level foreign language is recommended for transfer.

** At least three (3) credits in mathematics at MA 105 level or higher, three (3) credits in science, and three (3) additional credits in mathematics, science, or computer programming are required.

*** Any EN course except EN 001, 101, 102, 201, or ESL courses.

**** As part of the Humanities concentration, students must complete at least two college-level courses in the same discipline, such as two literature courses, two fine arts courses, or two philosophy courses. Currently, the Humanities discipline courses include those with the prefixes CM, EN (literature), FA, FL,

HU, or PH. The two required elementary-level foreign language courses, EN 101, EN 102, and EN 201 do not fulfill this requirement. Intermediate-level foreign language (two semesters) does fulfill the requirement. Also, for the Fine Arts (FA) discipline, at least one of the two courses must be an art history course (FA 111 or FA 112).

Minimum credits required for graduation--60.

LIBERAL ARTS: SOCIAL SCIENCES CONCENTRATION

Associate in Arts Degree

The Social Sciences Concentration is appropriate for a student preparing to major in one of the Social Sciences at a four-year institution. The Concentration provides the prospective Social Science major with a solid background as well as the opportunity to determine interest in an area of study. Currently the Social Sciences at Fisher College include Economics (EC), Geography (GE), Government (GV), History (HI), Psychology (PS), and Sociology (SO).

Credit Hours

Course Requirements

CM 105	Public Speaking	3
EN 101	English I: Expository Writing	3
EN 102	English II: Literature and the Critical Essay	3
EN 201	Intermediate Writing	3
HI 101	History of Western Civilization: Beginnings to the Renaissance	3
HI 102	History of Western Civilization: Renaissance to the Present	3
PS 101	Introduction to Psychology	3
	Foreign Language*	6
	Humanities Elective	3
	Liberal Arts Elective (Humanities, Social Science, Math, or Science)	3
	Literature Elective***	3
	Math/Science Electives**	9/12
	Psychology Elective	3
	Social Science Concentration Electives****	6
	Free Electives	6
Minimum Total Credits		60/63

* A minimum of one year college-level foreign language competency is required, but can be waived through demonstrating elementary-level competency in a foreign language. If language requirement is waived, free electives must be substituted. Completion of intermediate-level foreign language is recommended for transfer.

** At least three (3) credits in mathematics at MA 105 level or higher, three (3) credits in science, and three (3) additional credits in mathematics, science, or computer programming are required.

*** Any EN course except EN 001, 101, 102, 201, or ESL courses.

****In addition to the required Social Science courses, two additional courses in one Social Science discipline other than history or psychology must be taken.

Minimum credits required for graduation--60.

LIBERAL ARTS: WOMEN'S STUDIES CONCENTRATION

Associate in Arts Degree

The Women's Studies Concentration provides interdisciplinary study of women and society. The Concentration offers an excellent foundation for transfer into a baccalaureate degree major in Women's Studies, yet its liberal arts focus also prepares the student for transfer into most other majors.

Credit Hours

Course Requirements

CM 105	Public Speaking	3
EN 101	English I: Expository Writing	3
EN 102	English II: Literature and the Critical Essay	3
EN 201	Intermediate Writing	3
HI 101	History of Western Civilization: Beginnings to the Renaissance	3
HI 102	History of Western Civilization: Renaissance to the Present	3
PS 133	Psychology of Women	3
SO 131	Sociology of Womanhood	3
WS 101	Introduction to Women's Studies	3
	Foreign Language*	6
	Literature Elective***	3
	Math/Science Electives**	9/12
	Women's Studies Concentration Electives****	6
	Free Electives	9
Minimum Total Credits		60/63

* A minimum of one year college-level foreign language competency is required, but can be waived through demonstrating elementary-level competency in a foreign language. If language requirement is waived, free electives must be substituted. Completion of intermediate-level foreign language is recommended for transfer.

** At least three (3) credits in mathematics at MA 105 level or higher, three (3) credits in science, and three (3) additional credits in mathematics, science, or computer programming are required.

*** Any EN course except EN 001, 101, 102, 201, or ESL courses.

**** As part of the Women's Studies Concentration, students must complete any two of the following courses: EN 185, Images of Women in Literature; EN 187, Women Writers; HI 132, Women in History: The United States; HI 133, Women and the Law in United States History; SO 103, The Family; SO 121, Racial and Ethnic Experience in America. If the student takes either EN 185, Images of Women in Literature, or EN 187, Women Writers, then a Free Elective may be substituted for the Literature Elective requirement.

Minimum credits required for graduation--60.

MEDICAL ASSISTANT

Associate in Science Degree

This program provides the student with the clinical and administrative knowledge, skills and practical experience necessary to meet the challenge of the rapidly changing field of health care.

Graduates may choose from a variety of placement opportunities including private offices, emergency walk-in-clinics, health maintenance organizations, or laboratories.

Those wishing to continue their education by transferring to a four-year institution will find that numerous choices in allied health await them.

Credit Hours

Course Requirements

AA 101	Introductory Keyboarding	3
AA 223	Word Processing Operations	3
CM 105	Public Speaking	3
EN 101	English I: Expository Writing	3
EN 102	English II: Literature and the Critical Essay	3
LA 121	Law and Ethics of Health Care	3
MA 105	Basic Algebra I*	3
ME 102	Administrative Procedures for the Medical Office	3
ME 190	Medical Assistant Internship (180 hours)	4
ME 201	Medical Terminology	3
ME 205	Clinical Assisting I	3
ME 206	Clinical Assisting II	3
ME 213	Medical Insurance Billing	3
ME 225	Medical Record Transcription	3
PS 101	Introduction to Psychology	3
SC 101	Anatomy and Physiology I	4
SC 102	Anatomy and Physiology II	4
	Humanities Elective	3
	Social Science Elective	3
	Free Elective	3
Minimum Total Credits		63

Note: A \$45.00 lab fee is required for AA 101, AA 223, ME 102, ME 205, ME 206, ME 213, ME 225, SC 101 and SC 102.

* A higher level of math (MA 106-110, 121) may be substituted.

Minimum credits required for graduation--63

PARALEGAL STUDIES

Associate In Science Degree

Through education and training in the areas of liberal arts, computer applications, and substantive and procedural law, program graduates of the Paralegal Studies program are qualified to perform legal work in a variety of professional settings that is customarily, but not exclusively performed by a lawyer. These include law offices, corporations, and state and federal governmental agencies. Graduates are able to work under the supervision of an attorney and have demonstrated competencies to handle specific functions in practice areas that do not require a law degree.

Credit Hours

Course Requirements

AA 223	Word Processing Operations*	3
AC 121	Financial Accounting	3
EN 101	English I: Expository Writing	3
EN 102	English II: Literature and the Critical Essay	3
GV 105	The American Legal System	3
LA 103	Business Law and the Legal Environment I	3
LA 107	Criminal Law	3
LA 141	Real Estate Law	3
LA 203	Law Office Practice	3
LA 205	Legal Research and Writing	3
LA 207	Litigation for Paralegals	3
MA 105	Basic Algebra I**	3
	Computer Science Elective	3
	Humanities Electives	6
	Math/Science Elective	3/4
	Social Science Elective	3
	Free Electives	9
Minimum Total Credits		60/61

Note: A \$45.00 lab fee is required for AA 223 and CS elective.

* Students should enroll in AA 101, Introductory Keyboarding, as a free elective, or demonstrate document formatting knowledge and a touch keyboarding skill of 25 words per minute on a three-minute timing through a placement test.

** A higher level of math (MA 106-110, 121) may be substituted.

Minimum credits required for graduation--60.

DCE Program Requirements

ADMINISTRATIVE ASSISTANT

Certificate Program

This program is designed to provide intensive training in keyboarding, word processing, and other office and business skills in order to develop a level of competency necessary to secure employment in a high-tech office environment.

		Credit Hours
AA 102	Intermediate Keyboarding*	3
AA 223	Word Processing Operations	3
AA 224	Advanced Word Processing with Desktop Publishing	3
AA 233	Office Administration Practicum (OR)	
AA 190	Office Administration Internship	3
BU 103	Business Communication	3
CS 125	Introduction To Computer Spreadsheets	3
EN 101	English I: Expository Writing	3
	Computer Science Elective	3
	Free Electives	6
Minimum Total Credits		30

Note: A \$45.00 lab fee is required for AA 102, AA 223, AA 224, CS 125, and CS elective.

- * Students should enroll in AA 101, Introductory Keyboarding, as a free elective, or demonstrate document formatting knowledge and a touch keyboarding skill of 25 words per minute on a three-minute timing through a placement test.

Minimum credits required for graduation--30.

COMPUTER TECHNOLOGY

Certificate Program

The Computer Technology Certificate is a shorter version of the Associate Degree program with the same name. All courses in the Certificate program will be accepted in the Associate degree program.

The Certificate program is ideal for a person who can only commit the equivalent of one academic year to their studies or who has earned college credits in a different academic program. It does not include some of the general business and liberal arts courses of the longer degree program.

The specialized and focused nature of the computer courses offered in the certificate program should assist a bright, hardworking individual in getting a job in a computer environment.

			Credit Hours
AA 223	Word Processing Operations*		3
CS 103	Basic Programming I		3
CS 107	Computer Operating Systems		3
CS 123	Computerized Database Management Systems		3
CS 125	Introduction to Computer Spreadsheets		3
EN 101	English I: Expository Writing		3
MA 105	Basic Algebra I**		3
	Computer Science Electives		6
	Free Elective		3
Minimum Total Credits			30

Note: A \$45.00 lab fee is required for AA 101, AA 223 and CS courses.

* Students should enroll in AA 101, Introductory Keyboarding, as a free elective, or demonstrate document formatting knowledge and a touch keyboarding skill of 25 words per minute on a three-minute timing through a placement test.

** A higher level of math (MA 106-110, 121) may be substituted.

Minimum credits required for graduation--30.

EARLY CHILDHOOD EDUCATION

Certificate Program

The primary goal of the Early Childhood program at Fisher is to improve the quality of life of young children and their families.

Our program defines high-quality early childhood training as that which develops knowledgeable, creative adults who promote the healthy physical, social, emotional, and cognitive development of children.

The certificate program provides a strong foundation in child development, as well as training through theory and field work in the specific competencies that comply with national guidelines for child-care preparation. Our program satisfies course requirements for teacher certification by the Massachusetts Office for Children and competencies for the National Child Development Associate Certificate.

Many students who complete the Certificate in Early Childhood Education continue with their studies and earn the Associate in Arts degree in this field. This degree provides a definite advantage to the child-care professional in securing career opportunities and advancement.

			Credit Hours
ED 103	Introduction to Early Childhood Education		3
ED 121	Preschool Curricula		3
ED 200	Early Childhood Internship I		4
ED 201	Early Childhood Internship II (OR)		
	Free Elective		3/4
ED 204	Strategies for Children's Behavior		3
ED 205	Children with Special Needs		3
EN 101	English I: Expository Writing		3
PS 101	Introduction to Psychology		3
PS 103	Child Development		3
	Free Elective*		3
Minimum Total Credits			31/32

* Students seeking state certification should seek the advice of an Admissions Counselor before selecting a free elective.

Minimum credits required for graduation--31.

MEDICAL ASSISTANT

Certificate Program

This certificate program builds a strong foundation for the student interested in a career as a medical assistant. It provides students with both the administrative and clinical skills necessary to assume responsibilities in the medical profession.

Students participate in an internship thus gaining valuable first-hand experience.

Opportunities exist in other allied health professions for those wishing to continue their education.

		Credit Hours
AA 101	Introductory Keyboarding (OR)	
AA 223	Word Processing Operations*	3
EN 101	English I: Expository Writing	3
ME 102	Administrative Procedures for the Medical Office	3
ME 190	Medical Assistant Internship	4
ME 201	Medical Terminology	3
ME 205	Clinical Assisting I	3
ME 206	Clinical Assisting II	3
ME 213	Medical Insurance Billing	3
ME 225	Medical Record Transcription	3
SC 101	Anatomy and Physiology I	4
SC 102	Anatomy and Physiology II	4
Minimum Total Credits		36

Note: A \$45.00 lab fee is required for AA 101, AA 223, ME 102, ME 205, ME 206, ME 213, ME 225, SC 101 and SC 102.

* Prerequisite: AA 101 or Placement Test.

Minimum credits required for graduation--36.

MEDICAL CODING

Certificate Program

This Medical Coding Certificate program prepares students for challenging coding positions in hospitals, clinics, ambulatory surgery centers, insurance companies and other settings where diagnostic and procedural data are coded in ICD-9-CM and CPT for reimbursement purposes. Credits in this program are fully applicable to the Associate in Science degree in Health Information Technology program at Fisher College and partially applicable to the Associate in Science degree in Medical Assistant Program.

Program graduates are eligible to take the Certified Coding Specialist (CCS) exam offered by the American Health Information Management Association (AHIMA). Work experience before taking the national exam is strongly recommended.

			Credit Hours
EN 101	English I: Expository Writing		3
HT 101	Introduction to Health Information Technology		3
HT 211	Medical Coding I		3
HT 212	Medical Coding II		3
ME 201	Medical Terminology		3
ME 213	Medical Insurance Billing		3
SC 101	Anatomy and Physiology I		4
SC 102	Anatomy and Physiology II		4
SC 141	Introduction to the Study of Disease		3
Minimum Total Credits			29

Note: A \$45.00 lab fee is required for HT 212, SC 101, and SC 102.

Minimum credits required for graduation--29.

PARALEGAL STUDIES

Certificate Program

Graduates will be prepared to work under the supervision of licensed attorneys in law firms; law departments of corporations and financial institutions; city, state, and government offices; and in legal services programs established under government auspices. This program is designed to respond to the need to improve the efficiency, economy, and availability of legal services.

		Credit Hours
AA 223	Word Processing Operations*	3
AC 121	Financial Accounting	3
EN 101	English I: Expository Writing	3
GV 105	The American Legal System	3
LA 103	Business Law and the Legal Environment I	3
LA 107	Criminal Law	3
LA 141	Real Estate Law	3
LA 203	Law Office Practice	3
LA 205	Legal Research and Writing	3
Minimum Total Credits		30

Note: A \$45.00 lab fee is required for AA 223.

* Students should enroll in AA 101, Introductory Keyboarding, as a free elective, or demonstrate document formatting knowledge and a touch keyboarding skill of 25 words per minute on a three-minute timing through a placement test.

Minimum credits required for graduation--30.

PRE-ALLIED HEALTH

Certificate Program

This program will provide the student with a foundation of knowledge in preparation for admission to Allied Health programs. Students interested in applying for admission to Nursing or other Allied Health programs upon completion of the certificate should inquire as to an institution's specific requirements. Interested candidates for this certificate program must be high school graduates or have their G.E.D.

		Credit Hours
EN 101	English I: Expository Writing	3
MA 105	Basic Algebra I*	3
PS 101	Introduction to Psychology	3
SC 101	Anatomy and Physiology I	4
SC 102	Anatomy and Physiology II	4
SC 103	General Biology	4
SC 113	Principles of Chemistry	4
SC 213	Microbiology	4
Minimum Total Credits		29

Note: A \$45.00 lab fee is required for SC 101, SC 102, SC 103, SC 113, and SC 213.

* A higher level math (MA 106-110, 121) may be substituted.

It is recommended that SC 103, General Biology, be taken prior to SC 101, Anatomy and Physiology I.

Minimum credits required for graduation--29.

▼Course Descriptions--Division of Continuing Education

ACCOUNTING

AC 121 Financial Accounting **3**

An introduction to the fundamentals of accounting with the emphasis on financial statement preparation. The course will focus on the conceptual framework involved in the classification and summarization of financial data and will require the use of the computer for course assignments and projects. Valuation of assets, liabilities, recognition of revenues and expenses are emphasized. Formerly AC 101, Principles of Accounting I.

AC 122 Managerial Accounting **3**

Prerequisite: AC 121

This course is a continuation of the first course in accounting with primary emphasis on the planning, control and decision-making functions of management. The course includes budgeting, cost-volume-profit analysis, cash flows and product costing. The course will require the use of computers for course assignments and projects. Formerly AC 205, Managerial Accounting.

AC 190 Accounting Internship **3**

Prerequisites: AC 121, AC 122, AC 203

A supervised work experience (minimum of 120 hours) for a second year student in an accounting environment, providing an opportunity to apply the foundations in accounting from prior courses. A "C" grade average in accounting courses is required for this course.

AC 203 Computer Based Accounting **3**

Prerequisite: AC 121

This course is designed to provide the student with a knowledge and appreciation of integrated accounting software as used by small businesses. Emphasis is placed on the set-up, maintenance, closing of the books and the analysis of the financial statements. The course uses problem simulations to ensure the total understanding of the software.

AC 204 Income Taxes 3

Prerequisite: AC 121

This course presents a comprehensive explanation of the federal structure and the accepted practice used in applying tax principles in specific areas as they relate to the preparation of tax returns. (Formerly FI 204)

AC 206 Cost Accounting 3

Prerequisite: AC 122

This course provides an overview of the nature and purpose of cost accounting. Topics covered include cost concepts, manufacturing financial statements, job cost and process cost accumulation methods, material labor and overhead planning and control procedures, standard cost accounting system, master budgeting, and methods of variance analysis.

ADMINISTRATIVE ASSISTANT

AA 101 Introductory Keyboarding 3

This course is designed for the beginning student and for those who have had a minimum of keyboarding instruction. The major objectives are to interact with the computer to develop touch control of the keyboard and proper typing techniques, build basic speed and accuracy skills, and provide practice in applying these basic skills to the production of letters, tables, reports, and memoranda. The final minimum speed/accuracy goal of 25 words per minute on a three-minute test. (Formerly OA 101).

AA 102 Intermediate Keyboarding 3

Prerequisite: AA 101 or Placement Test

This course is designed to continue the development of basic keyboarding skills. Emphasis will be placed on improving speed and accuracy. The final minimum speed goals is 40 words per minute on a three-minute test. (Formerly OA 102).

AA 111 Speedwriting 3

Students who have not previously studied shorthand receive an intensive presentation of principles of speed writing. At the conclusion of the semester, students are expected to have mastered the basic principles with ability to read fluently from plates to notes. Emphasis is placed on spelling, grammar, and punctuation. Students are required to transcribe mailable letters from dictation of familiar material. The integration of language skills and office skills are emphasized to produce accurate, attractive, mailable transcripts. (Formerly OA 111).

AA 141 Alphabetic Shorthand 3

This course teaches the theory and basic principles of speed writing using the alphabet. It develops the student's skills in speed and accuracy in reading and writing.

AA 190 Office Administration Internship 3

Prerequisite: AA 102, AA 223; Completion of at least one-half the credits toward a certificate or degree.

A supervised work experience (minimum of 120 hours) for seniors in an office providing an opportunity to apply business skills and knowledge learned in the classroom. An overall cumulative quality-point average of 2.0 is needed. (Formerly OA 190).

**AA 201 Advanced Keyboarding
and Document Processing 3**

Prerequisite: AA 102

After a brief review of basic production techniques, and ongoing speed and accuracy work, the student is exposed to different office situations where the emphasis is on important office skills such as editing documents, making decisions, setting priorities, planning work flow, using reference sources, composing correspondence, and working under pressure. The final minimum speed goal is 50 words per minute on a five minute test. (Formerly OA 201).

AA 223 Word Processing Operations 3

Prerequisite: AA 101 or Placement Test

This course introduces students to the basic operations of creating, editing, filing, and printing on word processing equipment. (Formerly OA 223).

**AA 224 Advanced Word Processing
with Desktop Publishing 3**

Prerequisite: AA 223

This course is designed to give students intensive training in word processing applications that are commonly found in today's automated office. Students will learn to process documents such as letters, tables, memos, and reports. Students will also explore the advanced capabilities of word processing software including desktop publishing. (Formerly OA 224).

AA 226 Introduction to Desktop Publishing 3

Prerequisite: AA 223

Using contemporary computer software, students will learn the extensive desktop publishing functions including line draw, column formatting,

DCE Course Description

style creation and use, table formatting, footnotes, endnotes, crossreferencing as well as the master document function to produce attractive desktop published documents such as newsletters, flyers and brochures. (Formerly OA 226).

AA 233 Office Administration Practicum

3

Prerequisite: AA 101

This course provides advanced office administration students with the opportunity to develop, integrate and refine business skills such as composing and editing business correspondence, records management, telephone techniques, and handling travel and conference arrangements. Proficiency with machine transcription equipment, interpersonal communication, and organization skills will be developed in simulated production work integrating basic computer skills with business applications. (Formerly OA 233).

ANTHROPOLOGY

AN 101 Introduction to Anthropology

3

This course is designed to introduce the student to the discipline of anthropology and to the concept of culture. While most attention is paid to cultural anthropology, other subfields in the discipline, such as physical anthropology, linguistics, and archeology, are examined. A library component will be included.

BUSINESS

BU 101 Introduction to Business

3

This course will survey the challenges, social responsibilities, and ethics of business. The student will acquire a broad overview of American and international business with emphasis on marketing, accounting, finance, management, human resources, advertising, production, computers and MIS, business law, government regulations, and the international climate of business. Through simulation and case study the student will make business decisions dealing with marketing, management, and promotion.

BU 103 Business Communication

3

Prerequisite: EN 101

A practical application of writing skills developed in EN 101. This course presents the opportunity to develop clear and concise written and oral responses to a variety of situations in a business setting. Emphasis will be

placed on the creation of prompt, well-organized, and flawless communication within a structured format. Additional study will focus on developing oral communication skills and creating effective visual aids using Microsoft Powerpoint.

BU 131 Volunteer Income Tax Assistance 3

Students will be trained to provide service of free tax assistance with a basic return to elderly, low-income, disabled and non-English speaking tax payers. The students will plan, organize and coordinate a tax site during the semester. A paper summarizing the student's experiences in the course will be required. The course will be comprised of 15 hours of class time and 80 hours of internship.

BU 190 Internship 3

Prerequisite: Completion of one-half the credits toward a certificate or degree.

A supervised work experience (minimum of 120 hours) for senior students providing an opportunity to apply the learning outcomes of prior course work in their area of study. A 2.0 overall cumulative quality-point average is needed.

COMMUNICATION

CM 105 Public Speaking 3

An introductory course in communication and oral presentation skills. Students will explore the theory and process of human communication. Emphasis is placed on oral and written communication, organization of thinking and material, and techniques of public presentation. A library component will be included.

CM 201 Persuading and Influencing 3

Prerequisite: EN 101, CM 105

This course focuses on developing effective arguments. Topics include inductive and deducting reasoning, recognizing errors in reasoning and evaluating evidence, verifying facts and determining assumptions, problem solving, the "motivated sequence," salesmanship, and interviewing techniques. A library component will be included.

COMPUTER SCIENCE

CS 101 Introduction to Computers 3

Students will be introduced to basic computer concepts and several of the most powerful software tools available today: operating systems, windows, word processing, spreadsheets, databases and telecommunications. This class will emphasize a "hands-on" approach in utilizing the computer as a business tool.

CS 103 BASIC Programming I 3

Students will be introduced to the rules of the BASIC programming language and will be taught how to apply the concepts using practical business applications. Fundamentals of flowcharting and documentation techniques will be emphasized. Programs will be entered, documented, debugged, and printed.

CS 107 Computer Operating Systems 3

This course covers the basic purposes and command structure of the personal computer operating system. Using Windows 95, the student will explore topics including: user interface; hardware management; file system design and maintenance; and system control files. Other operating systems, including Windows 98, UNIX, OS2, Novell Netware, and Windows NT will be reviewed in comparison to Windows 95.

CS 123 Computerized Database Management Systems 3

An introductory course in the design and use of computerized database management systems. Students learn to design a database structure, add and delete records, query a database for specific information and create and produce customized reports, mail merges and labels from the database. This course is a hands-on computer experience that provides students with experience in using the system underlying many business applications, including inventory control, payroll, accounting and marketing.

CS 125 Introduction to Computer Spreadsheets 3

A hands-on computer approach to spreadsheet analysis, performance management, and graphics. The student will learn how to enter data, develop formulas, correct mistakes, use the special formula functions, print the worksheet, and combine files and graphic data. Upon completion of the course, the student should have the necessary tools to develop worksheets for such applications as personal financial planning, budgets, cost projections, and checkbook registry.

CS 126 Advanced Computer Spreadsheets 3

Prerequisite: CS 125

After reviewing CS 125, the student will learn how to deal more effectively with macros, write menus, and use the extended command language for file access and control. In addition, the translate function will be covered as a means for accessing other databases and spreadsheet program data. Other topics covered include the use of data analysis and data sharing techniques, automation of program keystrokes, and printing techniques for data and graphs.

CS 133 Introduction to Multimedia 3

This course focuses on developing graphic displays on the computer. Students learn how to incorporate text, images, sounds and video into a business presentation. Included in the course are elements of good design, and troubleshooting and resolving technical problems related to creating multimedia presentations.

CS 135 Computer Hardware 3

Hands-on experience in troubleshooting hardware problems such as malfunctioning hard drives, broken floppies, sick keyboards, etc. will be provided. Students will also learn the role of utility software in troubleshooting prior to dismantling the equipment. The basics of peripheral hardware and its connections will also be covered.

CS 139 Introduction to the Internet 3

This course will help the student develop the skills and base of knowledge necessary to use the Internet as an effective tool for research and communication. The emphasis of the class will be the strengths, weaknesses and use of various tools, including: e-mail, Web browsers, search engines, Telnet and FTP. This course will culminate with an overview of the skills and base of knowledge necessary to set up and maintain a Web site. The focus will be divided between the fundamentals of Web page design and HTML programming and troubleshooting both hardware and software problems that can disrupt access to the Internet (Note: Students can not receive credit for this course and CS 137/CS 138).

CS 190 Computer Technology Internship 3

The primary purpose of an internship is to provide practical experience in a work setting which relates to and enhances the theoretical experience of the classroom. The internship is a learning experience; it is

DCE Course Description

directed by a qualified faculty member and the student receives academic credit and a grade for the experience. The experience entails a minimum of 120 hours and is limited to Computer Technology majors (degree or certificate) who have completed at least half of the credits required for the certificate or degree, including the four required core CS courses, with a minimum cumulative quality-point average (QPA) of 2.0.

CS 231 Introduction to Networking 3

Prerequisite: CS 107 or permission of the instructor

This course covers the basics of computer networks. Included in the topics explored are: network typographies; design considerations; installation; setting a directory structure; system security; and systems administration duties. The course provides the student with experience in analyzing organizational needs and planning an appropriate local area network (LAN). (Formerly CS 131)

CS 243 Systems Analysis and Design 3

Prerequisite: AA 223 and CS 125, or permission of the instructor.

This case-based course introduces the concepts and practices of analyzing an organization's needs and selecting and implementing appropriate computer solutions. The student will use and build upon word processing, spreadsheet, database and presentation development skills while developing a solution to the course's case problem. (Formerly CS 143)

CRIMINAL JUSTICE

CJ 101 Introduction to Criminal Justice 3

This course provides an overview of the history and present day operation of the criminal justice process in the United States. Students will analyze the role, responsibility, and authority of each of the components of the system: police, courts, corrections, and the underlying principles and values of justice.

CJ 104 Juvenile Justice System 3

This course traces the historical development of the juvenile justice system and examines how and why youthful offenders and children designated "in need of services" are treated differently than adults.

CJ 106 Law Enforcement Management 3

This course focuses on police supervision and the problems and pro-

cesses of police administration as an integral component of the criminal justice system. Students examine and evaluate elements of effective management policies within law enforcement organizations including the recruitment, testing and training of men and women police personnel. Police organization and bureaucracy is examined in light of effective law enforcement.

CJ 108 Criminal Court Process 3

This course provides a comprehensive look at the criminal process from arrest to sentencing. Students will analyze the responsibilities of prosecutors, defense attorneys, bail bondsmen, judges, and the role that each plays in the process. Topics will include: plea bargaining, victim-witness assistance, jury selection, diversion and sentencing options.

CJ 131 Introduction to Security 3

This course focuses on asset loss prevention in a variety of settings including both the public and private sector. It examines the administration of appropriate security processes, devices, and programs within the context of both the criminal and civil legal environment.

CJ 133 Security Operations 3

This course provides an in-depth understanding of the issues involved in successful security operations. Topics include assessing and addressing client needs, troubleshooting, intelligence gathering, staff training and allocation, and legal issues affecting private security.

CJ 190 Criminal Justice Internship 3

Prerequisite: After completion of at least one-half the credits toward a certificate or degree.

This course provides a structured and supervised work experience (minimum of 120 hours) in a criminal justice setting. Students have the opportunity to apply the learning outcomes of prior course work and to gain first-hand knowledge in their professional area of interest. A 2.0 overall cumulative quality-point average is needed.

CJ 195 Security Internship 3

This is a supervised work experience (minimum of 120 hours) in a security administration environment either in the public or private sector. The internship experience provides students with the opportunity to apply the learning outcomes of prior course work.

CJ 201 Corrections in America 3

This course provides a historical perspective of punishment and traces its evolution to current correctional practices in the United States. Students will analyze the function and operation of correctional facilities, with particular emphasis on the Massachusetts correctional system.

CJ 202 Criminal Procedure 3

Prerequisite: GV 105

This course examines the criminal justice system by focusing on the trial process from the arrest through final appeal. Students brief and discuss relevant appellate cases dealing with constitutional issues of illegal searches and seizures, self-incrimination, fair trial, punishment, and essential due process issues of the criminally accused.

CJ 203 Probation, Parole and Community Corrections 3

This course traces the development and role of probation, parole, and other community sentencing alternatives in the criminal justice system. Particular attention is paid to the legal, functional, and administrative aspects of these sanctions, as well as the impact on sentencing practices and offender reintegration.

ECONOMICS

EC 101 Macroeconomics 3

An examination of the macroeconomic factors that influence the activities of consumers, businesses, and government. By analyzing national income, supply and demand, investment and savings, consumption patterns, and monetary and fiscal policy, the student will gain insight into the economic issues of the day. Among these are the causes of inflation, unemployment, recession, and the effects of government policies on the economy. A library component will be included.

EC 102 Microeconomics 3

A study of the basic institutions and principles essential to an understanding of the economic system. In microeconomic terms, such concepts as a firm's basic costs, revenues, and potential profit and loss are considered. Each of the four market conditions—perfect competition, monopoly, oligopoly, and monopolistic competition—is analyzed and its influence on a firm's prices and production level is explained. A library component will be included.

EDUCATION

ED 103 Introduction to Early Childhood Education 3

An introduction to the field of early childhood education and program planning. The course will study the historical influences and current issues in planning early childhood programs. The specifics of planning quality infant/toddler and preschool programs will be studied including: curriculum goals, teacher roles, design of environments and parent involvement. Observations in child care centers are an integral part of the course. Replaces ED 211. Only one of these two courses may be applied to a certificate or degree program.

ED 116 Health and Nutrition for Young Children 3

Health and Nutrition for Young Children is intended for students working in an educational setting, for child care providers, and for adults and parents who desire additional information about current concepts in the field of health, safety, and nutrition, and their relationship to the young child. (Formerly ED 206).

ED 121 Preschool Curricula 3

This course presents a curriculum framework for children's cognitive, physical, social and emotional development. Children's experimentations and interactions with their environment will be explored in such areas as art, music, language and literature, physical science, and block play. The role of the adult in providing appropriate leadership and materials will be studied. Workshops, projects and observations provide first-hand experience. (Formerly ED 203)

ED 200 Early Childhood Internship I 4

Prerequisite: Completion of one-half the credits toward a certificate or degree including PS 101 or PS 103, and ED 103 or ED 203. Consent of the Program or Campus Director required for placement.

This supervised practicum (minimum of 150 hours over eight weeks or more) provides students with opportunities to integrate theories of child development with infants, toddlers, and/or preschool children in group settings. The internship provides experiences consistent with state and national guidelines, including supervision and ongoing group seminars. Formerly titled Early Childhood Field Placement. Only one of these two courses may be applied to a certificate or degree program.

ED 201 Early Childhood Internship II 4

Prerequisite: ED 200 and consent of the Program or Campus Director. This advanced supervised practicum (minimum of 150 hours over eight weeks or more) provides students with further opportunities to develop professional skills with infants, toddlers, and/or preschool children. The internship provides experiences consistent with state and national guidelines, including supervision and ongoing group seminars. Formerly titled Special Needs Field Placement. Only one of these two courses may be applied to a certificate or degree program.

ED 204 Strategies for Children's Behavior 3

Prerequisites: PS 101 or PS 103

This course will examine instructional strategies and developmental theory of how children's self image and self control are developed through individual and small group interactions. Course material is drawn from developmental and learning theories for infancy, toddlerhood, and the preschool years. Observations are an important learning tool for this course. Replaces Behavioral Management of Preschool Children (ED 234). Only one of these two courses may be applied to a certificate or degree program.

ED 205 Children with Special Needs 3

Prerequisites: PS 103

This course is an introduction to the field of early childhood intervention in the education of children with special needs. Helping strategies through understandings of child development, specific special needs and the adaptation of curricula and environments to these needs will be studied. Replaces Children with Special Needs (ED 215). Only one of these two courses may be applied to a certificate or degree program.

ED 208 Development through Children's Play 3

A course designed to study children's intellectual and social development through play. Influences of culture, gender, family, peer relationships and play environments will be studied at each developmental stage from infancy through preschool. Observations are a key component of the course.

ED 212 Language, Reading and Writing with Young Children 3

This course will explore the acquisition and development of language arts in infants, toddlers, and young children. A major emphasis will be placed on methods and materials appropriate for stimulating language development through reading, writing, listening, and speaking.

ED 214 Science and Math with Young Children 3

An exploring, experimenting, and materials-centered course to introduce adults to the science/math curriculum and activities that are developmentally appropriate for the first eight years of life.

ED 223 Administering Programs for Children 3

Prerequisite: PS 103, ED 103 and one additional ED course, or OFC Lead Teacher Qualified.

A course designed for students who have had experience in children's programs and who seek to become Director qualified. The course will focus on the management functions within children's programs. Included will be financial planning, record keeping, health, safety and licensing requirements, organizational procedures and policies and quality programming issues. Community resources as they relate to children and families will be explored. National and State standards and regulations will be examined. Formerly titled Administering Agencies for Young Children (ED 223). Only one of these two courses may be applied to a degree or certificate program.

**ED 224 Supervision and Personnel Management
in Programs for Children 3**

Prerequisite: PS 103, ED 103 and one additional ED course, or OFC Lead Teacher Qualified.

A course designed for students who have had experience in children's programs. The course will emphasize the role of the supervisor or mentor in human resource management. Leadership theories and skills will be explored as they relate to working with diverse populations. The principles of staff supervision and performance appraisals as well as staff training and development will be studied. Collaboration with outside resources including parents, social service and health care professionals in the context of children's programs will be examined.

ENGLISH**EN 001 Preparatory English 6**

This course is designed to develop the reading and writing skills required to succeed in English 101. In this team-taught course, students learn to use the writing process, to understand and apply grammatical principles, to express ideas in clear, concise sentences and unified, well-developed paragraphs and essays, and to read critically. A library component will be included. This course may not be applied to a degree or certificate program.

EN 031 English as a Second Language: Intermediate I 6

This course is designed for students with some aural and reading/writing ability, with the goal of improving the student's listening, speaking, reading and writing skills. Attention is given to increasing vocabulary in academic content areas and introducing the student to reading and writing strategies needed in higher education. The goal is to develop fluency in all forms of English communication through a variety of student centered activities. Credit from this course may not be applied to a degree or certificate program.

EN 032 English as a Second Language: Intermediate II 6

This course is designed for students with intermediate aural and reading/writing proficiency, with the goal of improving the student's listening, speaking, reading and writing skills for the academic setting. Attention is given to increasing vocabulary in academic content areas and introducing the student to higher critical reading and writing strategies needed in higher education. The goal is to develop fluency in all forms of English communication through a variety of student centered activities. Credit from this course may not be applied to a degree or certificate program.

EN 035 Intermediate English as a Second Language 12

This course was designed for students with intermediate aural and reading-writing proficiency. Its goal is to aid the improvement of the student's listening, speaking, reading, and writing skills for the academic setting. Attention is given to increasing vocabulary in academic content areas, and introducing the student to higher critical reading and writing strategies needed in higher education. The focus of the course is to develop fluency in all forms of English communication through a variety of student centered activities. Credit from this course may not be applied to a degree or certificate program.

EN 041 English as a Second Language: Advanced I 6

This course is designed for students with advanced aural and reading/writing proficiency, with the goal of improving the student's listening, speaking, reading, and writing skills in order to enter an academic setting. Attention is given to increasing vocabulary in academic content areas, and providing the student with opportunity to practice the critical reading and writing strategies needed in higher education. The goal is to develop fluency and student confidence in all forms of English communication through a variety of student centered activities. Credit from this course may not be applied to a degree or certificate program.

EN 042 English as a Second Language: Advanced II 6

This course is designed for students with advanced aural and reading/writing proficiency, with the goal of entering full-time academic study the following semester. Attention is given to increasing vocabulary in academic content areas and providing the student with the opportunity to practice the critical reading/writing and listening/speaking skills needed in higher education, with a review of grammar based on individual needs. The goal is to develop fluency and student confidence in all forms of English communication through a variety of student centered activities and an individual grammar log. Credit from this course may not be applied to a degree or certificate program.

EN 045 Advanced English as a Second Language 9-12

This course was designed for students with advanced aural and reading-writing proficiency. Its goal is to enhance the student's listening, speaking, reading, and writing skills for the academic setting. Attention is given to practicing learning strategies for academic content areas, and introducing the student to higher critical reading and writing strategies needed in higher education. The focus of the course is to develop fluency in all forms of English communication through a variety of student centered activities. Credit from this course may not be applied to a degree or certificate program.

EN 101 English I: Expository Writing 3

The development of expository writing skills toward the goal of mastering the formal essay. Assigned model essays will be analyzed and discussed, and the writing process will be emphasized with concentration on reading comprehension, grammar, punctuation, spelling, organization, development, style, and originality of thought and expression. Modes of expression for essays will include at least description/narration, comparison/contrast, classification/division, cause and effect, and argumentation. Students will be introduced to summarizing, analyzing, and synthesizing. A library-researched paper will be included.

EN 102 English II: Literature and the Critical Essay 3

Prerequisite: EN 101 with a grade of C- or higher
Reading and writing skills developed in EN 101 will be applied to the process of writing critical essays. Selected works of fiction, poetry, and drama will introduce the student to literary genres. Assigned readings and class discussion will provide a context for improving critical thinking and writing abilities, including explication, analysis, and synthesis. A library-researched paper will be included.

EN 105 Creative Writing **3**

Pre/Co-requisite: EN 101

Topics in this course include traditional and contemporary methods of imaginative writing. To develop their writing skills, students will analyze various techniques of fiction and poetry composition and compare those techniques with their own. A library component will be included.

EN 106 Critical Interpretations of Popular Culture **3**

Pre/Co-requisite: EN 101

This course utilizes the study of sign and symbol (semiotics) to develop critical distancing and analytical skills related to topics and issues from popular culture: consumerism, film, television, and video, as well as gender, ethnicity, AIDS, and gang behavior. Semeiotics provides an interpretative approach to examine popular cultural phenomena, while stimulating development of critical thinking and writing skills.

EN 131 Shakespeare: Comedies **3**

Pre/Co-requisite: EN 101

This course analyzes representative comedies of William Shakespeare, often considered the greatest writer in the English language. Biographical detail and background about Elizabethan England will be included where appropriate. Plays likely to be studied include *The Taming of the Shrew*, *The Comedy of Errors*, *The Tempest*, *A Midsummer Night's Dream*, *Troilus and Cressida*, *Measure for Measure*, and *Twelfth Night*.

EN 132 Shakespeare: Tragedies and Histories **3**

Pre/Co-requisite: EN 101

This course analyzes representative tragedies and histories of William Shakespeare, often considered the greatest writer in the English language. Biographical detail and background about Elizabethan England will be included where appropriate. Plays likely to be studied include *Romeo and Juliet*, *King Lear*, *Macbeth*, *Othello*, *Hamlet*, *Richard III*, and *Henry IV, Part I*. A library component will be included.

EN 135 Science Fiction **3**

Prerequisite: EN 101

This course focuses on the history and major themes (such as humans versus machines, alien encounters, and scientific dystopias) of science/speculative fiction. Writers who may be studied include Mary Shelly, H.G. Wells, Robert Louis Stevenson, George Orwell, Ray Bradbury,

Arthur C. Clarke, Isaac Asimov, Harlan Ellison, Robert Heinlein, Frank Herbert, Ursula LeGuin, and others.

EN 143 Twentieth Century American Drama 3

Pre/Co-requisite: EN 101

This course will focus on the development of American drama in the twentieth century. Through a close examination of American plays and playwrights, students will learn about the traditional and the experimental in American theater. Works by O'Neill, Wilder, Hellman, Williams, Miller, Albee, and Hansberry are likely to be studied. The course may include a field trip to see one or more plays.

EN 146 The American Short Story 3

Pre/Co-requisite: EN 101

Many critics argue that the short story is the most successfully developed form of American literature. This course will examine the American short story from its beginnings to the present. Attention will be paid to the romantic, realistic, and experimental in American short fiction, as well as to relevant historical background. A library component will be included.

EN 151 The Voices of Ancient Greece and Rome 3

Pre/Co-requisite: EN 101

A study of the myths, tales, epics, and drama of Ancient Greece and its successor, Rome. This course will examine such universal themes as death, duty, honor, and the journey as representative of these cultures and their values. Readings will be drawn from such writers as Aesop, Homer, Sophocles, Sappho, Catullus, and Vergil, among others.

EN 180 Masterpieces of Short Fiction 3

Pre/Co-requisite: EN 101

This course will focus on short fiction by writers from outside the United States. Through close analysis of superior short fiction, students will become aware of the nature of this form and of the ways that writers around the world have grappled with it successfully. Authors likely to be studied include Chekhov, Conan Doyle, Conrad, de Maupassant, Dostoevsky, Flaubert, Joyce, Lessing, García Márquez, Mishima, Munro, Pirandello, and Woolf. A library component will be included.

EN 181 Folklore and Fantasy

3

Pre/Co-requisite: EN 101

This course will examine folklore and fantasy from around the world with attention paid to relevant sociological, historical, and literary historical background. Modern authors who draw upon elements of folklore and fantasy will be included. Authors likely to be studied include H.R.R. Tolkien, C.S. Lewis, Lewis Carroll, Bram Stoker, Jonathan Swift, Ursula LeGuin, and Madeleine L'Engle.

EN 182 Detective Fiction

3

Pre/Co-requisite: EN 101

This course focuses on the development of detective fiction. Students will examine how this literary form takes shape under such early writers of it as Edgar Allan Poe, then will study how it develops through such writers as Wilkie Collins, Charles Dickens, Sir Arthur Conan Doyle, Agatha Christie, Dashiell Hammett, Raymond Chandler, Ngaio Marsh, Dorothy L. Sayers, Mickey Spillane, Martha Grimes, Robert B. Parker, Sue Grafton, Sara Paretsky, Tony Hillerman, Walter Mosley, and Linda Barnes. Among many other elements of detective fiction, class discussion will include reasons for the enduring popularity of this literary form, types of detective fiction (such as "locked room" mysteries and "hard-boiled" fiction), and the characteristics of famous or infamous detectives (such as Auguste Dupin, Sherlock Holmes, Miss Jane Marple, Sam Spade, Philip Marlowe, Spenser, and Kinsey Millhone).

EN 185 Images of Women in Literature

3

Pre/Co-requisite: EN 101

This course studies recurring and changing images of women in literature. The validity of these images and archetypes will be examined.

EN 187 Women Writers

3

Pre/Co-requisite: EN 101

The creativity and uniqueness of the female experience, as presented in the works of a variety of writers, will be analyzed, interpreted, and discussed. Through comparing personal experiences with those presented in poetry and prose, students will be encouraged to see the universality of much of this experience. A library component will be included.

EN 192 Children's Literature 3

Pre/Co-requisite: EN 101

This course will introduce students to masterpieces of children's literature. Emphasis will be placed on thematic expression, on historical perspective, and on developing a framework for evaluating picture books. Authors likely to be studied include Potter, Milne, and White.

EN 195 Literature on Film 3

Pre/Co-requisite: EN 101

An examination of works of literature and films based on them. Through careful analysis of both, such aspects of literature as characterization, plot, theme, intentional ambiguity, setting, and symbolism are examined. Works studied in this course have included Emily Bronte's *Wuthering Heights*; Charlotte Bronte's *Jane Eyre*; Crane's *The Red Badge of Courage*; Dickens' *A Christmas Carol*; Fitzgerald's *The Great Gatsby*; Roth's *Goodbye, Columbus*; Lee's *To Kill a Mockingbird*; Guest's *Ordinary People*; Irving's *The World According to Garp*; Ibsen's *A Doll's House*; Hansberry's *A Raisin in the Sun*; Cather's "Paul's Case"; Twain's "The Man That Corrupted Hadleyburg"; and Gaines's "The Sky is Gray." A library component will be included.

EN 201 Intermediate Writing 3

Prerequisite: EN 102

This course will expand skills developed in EN 101 and EN 102 and will focus on reading and writing across the disciplines. Through challenging reading assignments and longer expository and argumentative papers, students will develop their critical thinking and research skills (such as reading comprehension, summary, critique, and synthesis). A library-researched paper will be included.

FASHION MERCHANDISING**FM 101 Retail Management 3**

The strategic approach to retailing, and planning to meet objectives is the basis of sound retail management. This course examines the management strategies within the retail industry. The key topics include market research, target customer identification, store location analysis, merchandise management, impact of retailing on the economy, promotional strategies, personnel and financial management. A detailed business proposal for a prospective retail operation is required.

FM 102 Fashion Merchandising 3

An introduction to the fashion business through a study of fashion principles, procedures, terminology, and the development of fashion trends. The use of current fashion and merchandising news as it relates to designers provides insight into the various aspects of the business: Seventh Avenue, couture designers, fashion media and various retail operations.

FM 103 Textile Science 3

A comprehensive study of textiles with an emphasis placed on consumer information. A study of textile production from yarns through the finished goods state including finishes and uses, care, treatment, and related laws. A laboratory experience is included.

FM 106 Visual Merchandising 3

A course dealing with design principles and display technique. Interior and window displays, mannequin dressing, and other practical applications of visual selling are emphasized. Elements of design studied include line, proportion, and balance. Demonstrations, field experience and comparative studies are included.

FM 123 Textile Design 3

An introduction to the surface decoration of cotton fabrics utilizing dip dye, brush dye, stamp and block print techniques, and fabric markers. Each student will keep a dyer's notebook and source book. Students will experiment with dyes and tools, creating colorful works as they learn about pattern, texture, and spatial rhythm.

FM 209 Retail Buying 3

Development of merchandising techniques through practical application of math, buying, advertising, promotion, display, management, selling, operations and control. These aspects are studied in relation to increasing customer service and profit margin. A computerized inventory control package is integrated into this course.

FINANCE

FI 101 Introduction to Finance 3

Pre/Co-requisite: AC 121

This first course in finance will cover financial institutions, investments, and corporate finance. The course will provide students a basic knowledge of the financial alternatives for investing money, the different types of investments, and the budgeting process. (Formerly FI 201)

FI 205 Principles of Investment 3

Prerequisite: AC 121

An in-depth study of the various securities and investments available to the public and the pros and cons of investment in stocks, both common and preferred, bonds, and mutual funds. Emphasis is placed upon pre-investment considerations, financial intentions, goals of portfolio management, investment safety, and factors affecting price movement.

FI 206 Managerial Finance 3

Prerequisite: AC 121, FI 101

The principle focus of the course is on the decisions and actions that are undertaken in the light of the firm's business objectives. Certain key concepts and commonly used tools of financial analysis are developed, such as, ratio analysis, sources and the use of funds analysis, financial control techniques, working capital, financing of business needs, and capital structure. The course ends with capital project analysis.

FI 207 Money and Banking 3

Prerequisite: AC 121, FI 101. Pre/Co-requisite EC 101

The changing nature and functions of money are studied in considerable detail. The role of the banking system as a creator of money and credit is analyzed. The course includes an extensive study of non-banking financial intermediaries. A macroeconomics model is developed within which the relative efficiency of monetary and fiscal policy is examined.

FI 208 Risk Management 3

Prerequisite: AC 121, FI 101.

An analysis of the principles and practices of insurance and risk management. Topics include personal, business and social aspects of the following: life, health, property and liability risks.

FI 290 Finance Internship 3

Prerequisite: FI 101, FI 205, FI 206

A supervised work experience with a minimum of 120 hours for a second year finance major. The internship will provide the opportunity to apply the knowledge of finance gained in prior courses. A grade of C+ is required in all prior finance courses.

FINE ARTS

FA 101 Drawing, Painting and Visual Fundamentals 3

This course explores elementary disciplines in drawing and painting from life, with emphasis on personal creative development. Basic problems in color and composition are presented. Outside work and the purchase of art supplies will be required. A library component will be included.

FA 102 Introduction to Painting 3

An introduction to the fundamentals of acrylic painting. The course covers color mixing, application techniques, and composition principles. Students will paint still-life and design problems and will also work from the imagination. No previous art experience is necessary. A library component will be included.

FA 103 Line, Color, and Design 3

This course explores the principles underlying effective design. The student is introduced to the dynamics of line, arrangement, and the development of form through color. A library component will be included.

FA 111 History of Art: Beginnings to the Renaissance 3

A chronological survey of the visual arts (painting, sculpture, and architecture) from prehistory through the Renaissance, with emphasis on major artists and works of each period. Forms, styles, and themes will be viewed in the context of contemporaneous social, political, and economic influences. A library component will be included.

FA 112 History of Art: Renaissance to the Present 3

A chronological survey of the visual arts (painting, sculpture, and architecture) from the early Renaissance to the twentieth century, with emphasis on major artists and works of each period. Forms, styles, and themes will be viewed in the context of contemporaneous social, political, and economic influences. A library component will be included.

FA 121 Introduction to Theater 3

The drama is studied as art, literature, and intellectual entertainment. A survey is made of the great periods of theater from Ancient Greece to the present, studying great playwrights and their masterpieces. The theater is examined in its reflection of socio-cultural ideas. Students are required to attend professional plays.

FA 125 Introduction to Acting 3

This course is an exploration into the basic methods of the craft of acting. The student will develop skills in creative self expression and performance discipline. Sensory awareness, relaxation techniques, improvisation, character and script analysis, monologue and scene study, and evaluation are some of the areas addressed in the course.

FA 131 Introduction to Music Listening 3

Beginning with the elements of music, the forms and styles of what is generally considered to be serious or classical music will be viewed in a historical perspective, emphasizing perceptive listening to the works of major composers in each period studied.

FOREIGN LANGUAGE**FL 101 Elementary French I 3**

An introduction to the French language. Conversation, pronunciation, reading, writing, and grammatical construction are stressed in classroom discussions, outside readings, and language tapes. May not be taken for credit if an upper-level French course has been completed. A library component will be included.

FL 102 Elementary French II 3

Prerequisite: FL 101 or Placement Test

This course continues with the use of French in classroom discussions, outside readings, and language tapes. May not be taken for credit if an upper-level French course has been completed. A library component will be included.

FL 121 Elementary Spanish I 3

An introduction to the Spanish language. Conversation, pronunciation, reading, writing, and grammatical construction are stressed in classroom discussions, outside readings, and language tapes. May not be taken for

DCE Course Description

credit if an upper-level Spanish course has been completed. A library component will be included.

FL 122 Elementary Spanish II **3**

Prerequisite: FL 121 or Placement Test

This course continues with the use of Spanish in classroom discussions, outside readings, and language tapes. May not be taken for credit if an upper-level Spanish course has been completed. A library component will be included.

FL 127 Conversational Spanish for the Professions I **3**

The purpose of this course is to help students in a professional field develop the ability to communicate with members of the Spanish-speaking community by spoken and written modes. Long term goals of such instruction are to help enrolled students attain a level of Spanish fluency that enables them to provide accurate and effective services to their clients, and to become familiar with the cultural background of their Spanish-speaking clients.

FL 128 Conversational Spanish for the Professions II **3**

Prerequisite: FL 127

The purpose of this course is to help students in a professional field further develop their ability to communicate with members of the Spanish-speaking community by spoken and written modes. Pertinent everyday cultural concepts will be discussed, with the aim of better understanding and communicating with Spanish-speaking clients.

FL 131 Elementary Conversational Portuguese I **3**

The purpose of this course is to help students develop the ability to converse in Portuguese in typical business situations. The stress is on conversation and developing skills to communicate with those members of the Portuguese community whom the student will encounter in the work place. May not be taken for credit if an upper-level Portuguese course has been completed.

FL 132 Elementary Conversational Portuguese II **3**

Prerequisite: FL 131 or Placement Test

A continuation of FL 131. This course further explores the practical application of conversational Portuguese. Grammar and sentence construction are stressed in this second-level course.

FL 143 Elementary Conversational Italian 3

This course is designed for students who have not had any previous instruction in the Italian language. The purpose of this course is to help students develop an ability to converse in Italian and to gain an appreciation of the language. Stress will be placed on common daily situations and possible travel encounters. May not be taken for credit if an upper-level Italian course has been completed.

FL 201 Intermediate French I 3

Prerequisite: FL 102 or Placement Test

Review of fundamental grammar principles and vocabulary followed by intensive development of all aspects of language competency. Representative readings in geography, history, and culture broaden students' awareness of the country and its language. May not be taken for credit if an upper-level French course has been completed. A library component will be included.

FL 202 Intermediate French II 3

Prerequisite: FL 201 or Placement Test

This course continues with an intensive development of all aspects of language competency, including readings in geography, history, and culture. A library component will be included.

FL 221 Intermediate Spanish I 3

Prerequisite: FL 122 or Placement Test

Review of fundamental grammar principles and vocabulary followed by intensive development of all aspects of language competency. Representative readings in geography, history, and culture broaden students' awareness of the country and its language. May not be taken for credit if an upper-level Spanish course has been completed. A library component will be included.

FL 222 Intermediate Spanish II 3

Prerequisite: FL 221 or Placement Test

This course continues with an intensive development of all aspects of language competency, including readings in geography, history, and culture. A library component will be included.

GEOGRAPHY

GE 103 World Geography 3

An introduction to the discipline of geography as the study of the relation of people to their environment, both physical and cultural. Special attention is paid to the relationship of climate, topography, and natural resources to regional differences in political and economic activities. A library component will be included.

GOVERNMENT

GV 101 American Government 3

An analysis of American democratic institutions and the process of American government with emphasis on the decision-making process, including political parties and pressure groups, Congress, the Presidency, the Supreme Court, and voting patterns and behavior. A library component will be included.

GV 102 American Political Parties and Elections 3

The history, structure, and roles of the major political parties will be studied, along with significant “third party” movements. Current election campaigns and political trends will be analyzed. Guest speakers and field trips may supplement lectures. A library component will be included.

GV 103 Introduction to International Relations 3

A survey of the current global political structure using current events as case studies. Students will be introduced to such basic concepts as the state, nationalism, non-alignment, dependence, and interdependence. The course will include study of the diplomatic relationship between the Soviet Union/Commonwealth of Independent States (CIS) and the western world in a rapidly changing global community. A library component will be included.

GV 104 American Foreign Policy 3

This course will examine American Foreign policy with a focus on the cultural, political, and economic forces that have shaped it. We will trace the evolution of American foreign policy in order to establish a context for our exploration of contemporary issues. We will also look at U.S. foreign policy from the perspective of other states in the international community. A library component will be included.

GV 105 The American Legal System 3

An analysis of the American court system including state and federal as well as trial and appellate courts. A text-case method is used to examine the judicial process from the institution of a lawsuit to the appeal of a judgment. This course examines civil, criminal, and constitutional law. A library component will be included.

GV 107 State and Local Government 3

Students study the workings of state legislature, state agencies, and relationships among the branches of state government in creating and implementing public policy. Types of city and town governments are also studied.

HISTORY**HI 101 History of Western Civilization: Beginnings to the Renaissance 3**

This course is designed to give the student a sense of the flow and continuity of history from the dawn of civilization to the Renaissance. Emphasis is placed upon the contributions of philosophy, religion, politics, science, art, and culture through reading, discussion, and media presentations. A library component will be included.

HI 102 History of Western Civilization: Renaissance to the Present 3

This course continues with the development of European and Third World history from the Renaissance to the present. Emphasis is placed on the intellectual, social, economic, political, and scientific revolutions that contribute to contemporary culture. A library component will be included.

HI 109 Topics in World Cultures, Past and Present 3

An interdisciplinary study of the arts and history of world cultures. Each year will concentrate on a different city and country. Students will be encouraged to choose specific cultural interests for research projects and papers, with focus determined by whether the course is being taken to satisfy a humanities or a social science elective requirement.

HI 117 Understanding the Old Testament 3

This course will focus on the development of the Hebrews' religious response to the kinds of global issues faced by all ethical religions: the

existence and nature of divinity; the nature of good and evil and man's appropriate response to each; the suffering of the innocent while the wicked prosper; and the like. This development will be traced historically from within the Hebrew experience as recorded in the Old Testament, and from without as the Hebrews' history is placed in its Mesopotamian context.

HI 121 Early New England History 3

The first 200 years of the New England experience are examined, beginning with early European contact and ending with the American Revolution. The course places special emphasis on developing an appreciation for and understanding of the techniques of modern social history. Students will focus on the nature and development of the early New England community and the stresses placed upon such communities by outward migration, warfare, religious controversy, and economic, social and political change.

HI 132 Women in History: The United States 3

This course will focus on the general condition and accomplishments of women in the United States in selected periods from 1620 to the present. Attention will be given to the lives of ordinary women and major women's movements. Current trends in the status of women will be considered. A library component will be included.

HI 133 Women and the Law in United States History 3

This course traces the evolution of women's legal rights in the United States from colonial times to the present, focusing on the family, employment, and reproductive rights and technology. Relevant constitutional doctrine is examined. Specific laws are looked at in the context of broader social and historical developments affecting the lives of women, including changing conceptions of marriage and family, the transformation of the work place, and the women's and civil rights movements.

HI 153 Current Issues from a Historical Perspective 3

This course will examine a wide variety of important topics of current interest in the news, primarily through broad exposure to print media. Not only will students develop an understanding of events in their contemporary manifestations, but they will come to view them in terms of their deeper historical context as they are introduced to the connective perspective that only the long view of history can offer.

HEALTH INFORMATION TECHNOLOGY

HT 101 Introduction to Health Information Technology 3

This introductory course focuses on fundamental theories and principles of health information management and technological trends in the field. Topics include an overview of the profession; content and analysis of various types of health records; standards for accreditation and licensure of health care organizations; development and use of registers and indexes; filing, numbering and storage methods; principles of forms and screen design; Tumore Registry requirements and maintenance of the paper, automated and microfilmed record. Reimbursement methods and the health information technician's role in that process are discussed. An off-campus project will familiarize students with the health information environment of a local health care facility.

HT 102 Health Information Analysis 3 **and Quality Improvement**

Prerequisite: HT 101 with a grade of C or higher

This course introduces descriptive and vital statistics and the application of quality improvement philosophies, tools and techniques. Students gain a working knowledge of definitions, formulas, data collection and computation methods to determine standard rates, percentages and averages for inpatient and outpatient health care data. The course includes basic instruction in spreadsheet software and a lab assignment using Excel to calculate statistics. Joint Commission on Accreditation of Health Care Organization's (JCAHO) Information Management (IM) standards are explored as students apply QI tools to identify problems, focus on causes and effects, use team models and communication strategies to resolve issues. Utilization Review and Risk Management functions are also explored, including the role of the Health Information professional in these processes.

HT 190 Directed Clinical Practice I 3

Prerequisite: HT 102 with a grade of C or higher, or HT 231 with a grade of C or higher, or by permission of Program Director

Directed Clinical Practice I is a course designed to familiarize the student with clinical applications of health information technology theories and practices in acute and ambulatory facilities, with some projects possibly assigned for completion in a simulated Health Information Department Lab. Students will have the opportunity to demonstrate and apply knowledge and skill learned in class in a supervised field work

environment through functions such as management of medical record content; admission procedures; discharge analysis and abstracting; record control and file maintenance; release of information, Tumor Registry process, participation in UR and Risk Management activities, use of Quality Improvement tools and health care statistics compilation.

HT 203	Computer Applications in Health Information Management	3
---------------	---	----------

Prerequisites: HT 102 with a grade of C or higher, CS 101 with a grade of C or higher

This course provides knowledge and skill through simulated management of health data using word processing, data base management, encoding, abstracting and report writing software, automated patient accounting, graphing and presentation techniques. Current topics and research assignments include Internet use; security, access and other issues surrounding development and use of computerized patient records and electronic data. (2 lecture hours and 2 lab hours per week)

HT 211	Medical Coding I	3
--------	------------------	---

Prerequisite: SC 102 with a grade of C or higher, ME 201 with a grade of C or higher

This course focuses on fundamentals of assigning codes from the International Classification of Diseases (ICD-9-CM) nomenclature to identify diagnoses and inpatient procedures. In addition to developing coding skills, students will learn the history, format and use of coding in index and report creation, Prospective Payment and other types of reimbursement systems, health services planning; quality and cost effectiveness review. Coding skills are developed through workbook exercises and review of medical reports.

HT 212	Medical Coding II	3
---------------	--------------------------	----------

Prerequisite: HT 211 with a grade of C or higher

This course integrates and builds on HT 211, Medical Coding I, with the introduction of the Physicians' Common Procedural Terminology (CPT-4), Level I of the Health Care Financing Administration Common Procedure Coding System (HCPCS). Students learn to code outpatient services and procedures using CPT-4 with correlating ICD-9 diagnostic codes, using workbook exercises and medical reports. Instruction will be provided on coding and reimbursement management, including preparation of HCFA 1500 claim forms and UB-92 inpatient reimbursement forms. Automated coding software is used extensively. (2 lecture hours and 2 lab hours per week)

HT 231 Management of Health Information Departments 3

Prerequisite: HT 102 with a grade of C or higher

This course presents fundamental theories, principles and techniques of managing health information departments. Students gain a thorough understanding of Health Information Department management and problem solving techniques through participation in a variety of case studies involving managerial issues. Concepts and principles regarding design, management, and interdepartmental relationships of computer and health information systems as an essential management tool are presented.

HT 290 Directed Clinical Practice II 3

Prerequisite: HT 190, HT 212, HT 231, all with a grade of C or higher

Directed Clinical Practice II is a competency based learning experience in acute, ambulatory and long-term care facilities. This capstone course is designed to assess outcomes of HIT learning objectives through hands-on, supervised field work at health care facilities with some projects possibly assigned for completion in a simulated Health Information Department Lab. Students demonstrate knowledge and skills in legal aspects of health information processing, coding and classification systems, integration and use of computer technology in the Health Information Department, and application of principles of management and supervision.

HUMAN SERVICES**HS 101 Introduction to Human Services 3**

As an introduction to the human services profession, the course examines the nature of human services work, including the helping process and the contexts within which services are provided. A review of historical and political influences provides the framework for understanding today's human services organizations and practice. The course examines the terminology, the major theories and the principle organizational systems of the human services professions. Contemporary approaches for assessing and addressing problems are studied, with attention to cultural differences in the interpretation of problems and strategies.

HS 200 Human Services Internship I 4

Pre/Co-requisite: HS 203

Prerequisite: Completion of one-half the credits toward a degree including HS 101. A cumulative grade point average in Human Services and Liberal Arts support courses of 2.0 and approval of the Program or Campus Director required.

This course provides students with a structured and supervised work

experience in a human services setting. Under the supervision of an experienced professional, students develop an understanding of the functions, tasks, and relationships in a human service organization and begin to develop skills to provide direct and indirect assistance to client populations. Through the weekly seminar, students reflect on concerns and issues relevant to human services and to their growth as a person and a professional. (160 hours of internship experience over a minimum of 8 weeks with a weekly one-hour seminar.)

HS 201 Human Services Internship II 4

Pre/Co-requisite: HS 205

Prerequisite: HS 200 with a grade of C or better. A cumulative grade point average in Human Services and Liberal Arts support courses of 2.0, and approval of the Program or Campus Director required.

This course builds upon HS 200 by providing expanded and different responsibilities at either the same or a different human service setting. The second internship helps students increase their competence in basic human service skills, including communication, observation, and presentation skills. Emphasis in the weekly seminar will be on the skills, issues, and concerns relevant to work with individual clients and with groups. Students will reflect continuously on their growth as a person and as a professional. (160 hours of internship experience over a minimum of 8 weeks with a weekly one-hour seminar.)

HS 203 Case Management and Interviewing 3

Prerequisite: HS 101

This course provides a theoretical and practical overview of entry level human service delivery, namely generalist case management. In addition to service planning, case information gathering, and service coordinating, special emphasis is given to the continued development of helping skills and client relationships building through interviewing. Legal, ethical, and professional development issues will also be discussed. Particular attention is placed on working effectively with clients from diverse ethnic and social backgrounds within a variety of provider systems.

HS 205 Survey of Mental Illnesses and Treatments 3

Prerequisite: PS 101

This course surveys mental illnesses, including their etiologies, signs and symptoms, diagnostic criteria, and current treatments. Much of the course is devoted to the more common mental illnesses such as cognitive disorders, substance use disorders, schizophrenia, mood disorders,

and anxiety disorders. The various ways mental health professionals currently attempt to treat each disorder will be discussed with respect to efficacy, legality ethics, multicultural research, and family implications. Individual, group, family, and marital therapies will be explored, as will some of the major psychopharmacologic agents such as antidepressant, antipsychotic, and antianxiety medications.

HUMANITIES (INTERDISCIPLINARY)

HU 101 Introduction to the Humanities: Beginnings to the Renaissance 3

An interdisciplinary course which explores the interrelationships of art, music, and literature of Western civilization and the impact of historical events on them. The course will cover prehistoric culture through the Early Renaissance. Slides, recordings, films and assigned readings will comprise class presentation and discussion. A library component will be included.

HU 102 Introduction to the Humanities: Renaissance to the Present 3

This course will cover the Renaissance through the twentieth century.

HU 109 Topics in World Cultures, Past and Present 3

An interdisciplinary study of the arts and history of world cultures. Each year will concentrate on a different city and country. Students will be encouraged to choose specific cultural interests for research projects and papers, with focus determined by whether the course is being taken to satisfy a humanities or a social science elective requirement.

HU 200 Liberal Arts Internship 3

A supervised work experience (minimum of 120 hours) in an area related to the Liberal Arts student's academic program in Arts and Sciences. Candidates are responsible for proposing a site and completing an internship proposal. Interested students should refer to the program/campus director for further information early in the semester before the proposed internship. Open to senior Liberal Arts candidates only.

LAW

LA 103 Business Law and the Legal Environment I 3

After a study of the nature of kinds of law, and the judicial system in which it operates, students examine state and federal law as an instrument of social control within the context of the legal environment of

business. Specific focus is also given to property law, consumer protection, employment, and the creation and enforceability of contracts.

LA 104 Business Law and the Legal Environment II 3

Prerequisite: LA 103

This course builds on the foundation of topics of contract law in business contained in LA 103. In addition to materials on agency and employment, insurance, and the legal forms of business organizations, students examine the impact of the Uniform Commercial Code in light of the nature of form of sales contracts and commercial paper. Materials are presented in the text-case method of study. This course is of particular interest to business majors and paralegal trainees.

LA 105 Introduction to Wills, Estates, and Trusts 3

This course examines the role of law and the probate courts in the administration of wills, estates, and trusts. Students become familiar with the terminology and legal procedures of probate, and work directly with the essential legal documents necessary in the administration of estates.

LA 107 Criminal Law 3

This course introduces students to the nature and classification of crimes, defenses, and special doctrines controlling the disposition of criminal matters within the judicial system. In addition to text materials, students use edited cases to analyze and define specific criminal offenses.

LA 121 Law and Ethics of Health Care 3

This course analyzes the legal and ethical concepts in health care administration. Topics include the physician/patient relationship, privacy, confidentiality, medical malpractice, and informed consent to treatment. Students are assigned case studies and specific readings.

LA 134 Introduction to Family Law 3

Students will use the text-case method to analyze both the statutory code and case law governing marriage, divorce, adoption and child custody. Students will also analyze and draft a variety of probate documents surrounding family law including antenuptial and separation agreements and financial statements.

LA 141 Real Estate Law 3

An analysis of the legal aspects of transferring real estate including the essential documents: the offer, acceptance, purchase and sale agreement,

mortgage and promissory note forms, and deed preparation. Forms of ownership, warranties, and title examination practices are also examined.

LA 190 Paralegal Internship 3

Prerequisite: LA 207

A supervised work experience (minimum of 120 hours) for senior paralegal students, in a legal environment, providing an opportunity to apply the learning outcomes of prior course work. Formerly titled Legal Assistant Internship. A 2.0 overall cumulative quality-point average is needed.

LA 203 Law Office Practice 3

Prerequisite: Completion of one-half the credits toward a certificate or degree including GV 105 and a keyboarding skill of 25 WPM

An examination of the responsibilities of both the legal office assistant and paralegal, including the preparation and processing of legal documents, time management, the attorney/client relationship, and the nature and role of law office employees.

LA 205 Legal Research and Writing 3

Prerequisite: GV 105

Students are trained to use a law library to solve basic problems in legal research. With the use of reporters, citators, codes, and commentaries found in books and electronic data bases such as CD-ROM, students develop effective legal research techniques and strategies. Students also practice the mechanics of effective legal writing by drafting various legal documents including case briefs.

LA 206 Intermediate Legal Research and Writing 3

Prerequisite: LA 205

This course reviews and expands on the basic legal research sources and skills learned in Legal Research and Writing I (LA 205). Students work specifically with federal legal research materials such as federal cases, codes, rules and regulations, and practice effective legal writing by creating legal documentation, including memoranda.

LA 207 Litigation for Paralegals 3

Pre/Co-requisite: GV 105

Students examine the role of the paralegal in assisting attorneys in the preparation for trial and build proficiencies in the specific tasks required of paralegals in the litigation process. These include procedures for drafting

pleadings, motions and client correspondence. Students also develop techniques for case organization and review for effective legal writing.

MANAGEMENT

MG 190 Business Administration Internship 3

Prerequisite: Completion of at least one-half the credits toward a certificate or degree.

A supervised work experience (minimum of 120 hours) for senior business students in a business environment, providing an opportunity to apply the learning outcomes of prior course work. An overall cumulative quality-point average of 2.0 is needed.

MG 201 Principles of Management 3

This course is designed to provide the student with a basic understanding of management principles, techniques, and concepts. Course material includes an overview of the nature of organization and the six primary functions of the manager: creating, planning, organizing, motivating, communicating, and controlling.

MG 202 Human Resource Management 3

An introduction to the principles and practices relating to the management of human resources. Topics will include recruitment, hiring, employee development, performance appraisals, compensation, motivation, and current issues in affirmative action.

MG 205 Labor Relations 3

This course will provide a comprehensive overview of the area of labor relations. The various laws governing labor relations will be included and the problems of collective bargaining will be discussed.

MG 206 Small Business 3

This course provides practical information about small business, including suggestions on financing, managing and formulating business policies. Topics covered include getting started, efficient organization, delegating authority, and competing profitably with larger business.

MG 215 International Business Relations 3

An introduction to the principles of international marketing, examining the historical background of overseas trade, interstate commercial

policies, international finance, and fundamentals of importing and exporting. The dominant theme is the relationship between business and change in the social, political, and economic environment.

MARKETING

MK 201 Principles of Marketing 3

The objective of this course is to familiarize the student with the scope, terminology, and procedures of marketing in a modern firm. The various elements of marketing—pricing, promotion, distribution, and product planning—are carefully analyzed. Consumer motivation and the diffusion and adoption of new goods and services are studied.

MK 204 Principles of Advertising 3

An in-depth study of advertising media (radio, television, newspaper, magazine), emphasizing planning, budgeting, and creating and using advertising in a retail business. Students analyze various sources of current information and apply them to national, regional, and local advertising. The course is approached from the management, decision-making viewpoint.

MK 205 Principles of Sales 3

This course is designed to prepare students for business by developing their ability to sell goods and services. Among the topics covered are the sales interview, the nature of the merchandise or services sold, and the policies and procedures of the sales organization. This course includes the study of specific examples of selling based on the standard methods of modern sales and considers problems drawn from actual sales transactions.

MATHEMATICS

MA 001 Preparatory Mathematics 3

This course is designed for students whose mathematics placement test results indicate that a basic review is needed for successful completion of required algebra courses. Topics include operations with whole numbers, fractions, and decimals; percentages; ratios; and proportions. The course will also offer an introduction to elementary algebra, geometry and statistics. This course may not be applied to a certificate or degree program.

MA 105 Basic Algebra I **3**

This beginning course in algebra reviews operations with real numbers (including fractions). It also covers linear equations and their applications, graphing, linear systems, and operations with exponents and polynomials. This course may not be taken for credit if an upper-level math course has been completed. A library component will be included.

MA 106 Basic Algebra II **3**

Prerequisite: MA 105 with a grade of C- or higher

This course is a continuation of MA 105. It covers factoring, algebraic fractions, radicals, quadratic equations, fractional exponents, and other topics as time allows. This course may not be taken for credit if an upper-level math course has been completed. A library component will be included.

MA 107 College Algebra **3**

Prerequisite: MA 106 with a grade of C- or higher, two years of high school algebra or Placement Test

Topics include a review of fundamental concepts; linear and quadratic equations, inequalities, and their applications; functions; graphing; systems of equations and inequalities; exponential and logarithmic functions. As time allows, additional topics may include: conic sections; polynomial equations; sequences and series. A library component will be included. This course may not be taken for credit if any upper-level math course (MA 108, 109, 110) has been completed.

MA 108 Trigonometry **3**

Prerequisite: MA 107 with a grade of C- or higher or Placement Test

This course begins with the study of angles using the unit circle. It then covers the trigonometric functions, their values, graphs, and inverse functions, right angle trigonometry and trigonometric equations. This course may not be taken for credit if an upper-level math course (MA 109-110) has been completed. MA 107 is helpful but not required.

MA 109 Applied Calculus I **3**

Prerequisite: MA 107 with a grade of C- or higher, three years of college preparatory mathematics, or Placement Test

An introduction to the techniques and applications of differential calculus. Topics include a review of functions, limits, continuity, the definition of the derivative, differentiation techniques, applications of differentiation (includ-

ing maximum and minimum values, curve sketching, and related rates), a review of logarithms, the derivatives of exponential and logarithmic functions and their applications. A library component will be included.

MA 110 Applied Calculus II **3**

Prerequisite: MA 109 with a grade of C- or higher, or Placement Test
This course is an introduction to integral calculus and also includes further topics in differentiation. Topics include the indefinite and definite integral; the Fundamental Theorem of Calculus; integration techniques and related applications; multivariable differentiation, integration, and applications. As time allows, additional topics may include; differential equations; sequences, series, and tests of convergence; Newton's method; probability. A library component will be included.

MA 121 Introduction to Statistics **3**

Prerequisite: MA 106 with a grade of C- or higher
An introduction to the basic elements of pre-calculus statistics. Topics include data collection and presentation, frequency distributions, measures of central tendency, measures of variation, sampling techniques, basic probability theory, and statistical inference.

MEDICAL ASSISTANT

ME 102 Administrative Procedures for the Medical Office **3**

Prerequisite: Keyboarding proficiency of 25 WPM
This course is focused on the administrative aspects of the medical office setting. Topics of instruction include history of medicine, medicolegal issues, telephone procedures, patient reception, appointment scheduling, correspondence and mail management practices, medical records management, filing, accounting systems, billing and collecting, insurance billing, travel arrangements and professional reports, drugs and prescriptions, office, and personnel management practices. Resume writing and job interview techniques are also included. This course has hands-on approach based on student practice software.

ME 141 Introduction to Dental Assisting **3**

This course gives students a foundation in the study of dental science and provides basic information from several medical sciences as they relate to dentistry. Included are the fundamentals of dental anatomy and physiology, oral histology, embryology, tooth morphology, oral pathology and infection control.

ME 190 Medical Assistant Internship 4

Prerequisite: ME 221, ME 205, ME 206 with a grade of C or higher

Co-requisite: ME 222

A practicum experience (minimum of 180 hours) in physicians' offices, clinics, accredited hospitals, and health maintenance organizations (HMOs) for seniors in the Medical Assistant program. Formerly ME 200, Medical Externship.

ME 195 Medical Coding Internship 3

A practicum (minimum of 120 hours) in the workplace that provides a structured and supervised experience which prepares students for challenging positions in hospitals, clinics, ambulatory surgery centers, insurance companies and other settings where diagnostic and procedural data are coded in ICD-9-CM and CPT for reimbursement purposes.

ME 201 Medical Terminology 3

A course designed to instruct the student in the most common roots, prefixes, and suffixes in medical terminology, thus enabling the student to combine these forms with insight and understanding. Emphasis is placed on spelling, pronunciation, and the use of the medical dictionary where the student is instructed in the basic terms common to all physicians.

ME 205 Clinical Assisting I 3

Prerequisite: SC 101 with a grade of C or higher

Pre/Co-requisite: SC 102 with a grade of C or higher

This course is focused on the clinical aspects of the medical office setting. Topics of instruction include basic laboratory procedures in hematology, serology, urinalysis, venipuncture, medical microbiology, collection and handling of specimens, sterilization and disinfection techniques. Application of medical asepsis and infection control in the medical office is highly emphasized.

ME 206 Clinical Assisting II 3

Prerequisite: ME 205 with a grade of C or higher, SC 101, SC 102 with a grade of C or higher

Students receive instruction in vital signs, patient examinations, specialty examining and procedures, minor office surgery, radiology, pharmacology, electrocardiology, and emergency medical procedures. Students become certified in CPR.

ME 213 Medical Insurance Billing

Prerequisite: SC 102 or SC 125, keyboarding proficiency of 25 WPM

Pre/Co-requisite: ME 201

This course introduces the student to the major medical insurance programs and guidelines for submitting health insurance claim forms. It also gives the student a foundation of knowledge in diagnostic coding and procedural coding. Additional instruction is received in hospital insurance billing and electronic claims transmission. Legal issues relating to medical insurance claims are also discussed. This course has a hands-on approach based on student practice software.

ME 221 Administrative Procedures for the Medical Office I

3

This course provides a study of modern business techniques used in a variety of health care settings. Telephone systems and use; correspondence and mail management functions; office and personnel management practices; medical record types and contents; medical records management, filing, retention and retrieval methods; and medical ethics and law will be stressed. A unit on resume writing and job interview techniques is included.

ME 222 Administrative Procedures for the Medical Office II

3

Prerequisite: ME 221 with a grade of C- or higher

A continuation of ME 221, this course concentrates on the computer applications of numerous medical office functions. Topics include computer concepts in health care, applications in word processing, patient reception, appointment scheduling, accounting systems, billing and collecting, insurance billing, and report generation.

ME 225 Medical Record Transcription

3

Prerequisites: ME 201, SC 102 or SC 125, Keyboarding proficiency of 25 wpm

This medical language course develops basic transcription proficiency by integrating spelling, grammar, and medical terminology with typing and word processing applications. Includes instruction in the use of transcription equipment, reference material, formatting various medical reports, production and accuracy standards. A portion of the course is devoted to the student's use of word processing equipment.

PHILOSOPHY

PH 101 Introduction to Philosophy 3

Major philosophies from the time of Socrates to the present, as well as principles of logical reasoning, are featured. Issues of fundamental human concern, such as good and evil, the nature of truth, justice, and freedom, will be explored. A library component will be included.

PH 103 Ethics 3

This course examines major theorists and theories regarding ethical decisions. Students will explore how these theories apply to contemporary moral issues, both societal and individual, such as gene altering, abortion, capital punishment, euthanasia, sexual relations, cheating, and business conduct. A library component will be included.

PH 117 Old Testament/Hebrew Scriptures 3

This course will focus on the development of the Hebrews' religious response to the kinds of global issues faced by all ethical religions: the existence and nature of divinity, the nature of good and evil and man's appropriate response to each, the suffering of the innocent while the wicked prosper, and the like. This development will be traced historically from within the Hebrew experience as recorded in the Old Testament, and from without as the Hebrew's history is placed in its Mesopotamian context.

PH 121 Philosophy of Religion 3

A philosophical examination of such issues as the nature of God, arguments for the existence of God, the problem of evil, religious experiences, miracles, and religious language. These topics will be approached analytically by examining major philosophers and philosophies from early to contemporary times. A library component will be included.

PH 123 Introduction to World Religions 3

A survey course designed to examine the history, beliefs, doctrines, and contemporary practices of the world's major religious traditions. Among those religions that may be surveyed are Hinduism, Buddhism, Taoism, Confucianism, Judaism, and Christianity. A library component will be included.

PH 127 Introduction to the Jewish History and Culture 3

In this course the varieties of historical Judaism will be considered, beginning with classical forms, through medieval patterns and transformations, and including modern options. The main trends and events in

the legal, political, social, economic, and religious history of the Jewish people will be explored.

PSYCHOLOGY

PS 101 Introduction to Psychology 3

An introduction to the scientific study of behavior. The introductory readings and lectures demonstrate how psychology has emerged as a distinct social science. The following areas are studied: the nervous system and its relationship to behavior, the sensory processes, learning, cognition, testing, and individual differences.

PS 102 Psychology of Personality 3

Prerequisite: One psychology course

This course provides an introduction to personality theory and will explore current issues surrounding that theory from an interdisciplinary perspective. Application of theory will be made to examples and situations from the student's own experience.

PS 103 Child Development 3

This survey course examines the cognitive, emotional, social, and physical development of children from birth to eight years of age. Child development theories as well as empirical research relating to each area of development will be discussed. Emphasis will be placed on the characteristics of healthy environments which promote optimal child development.

PS 105 Human Development 3

This course will introduce the student to the life-cycle study of human development from conception to death. It will include physical, emotional, and cognitive development at each significant developmental stage. This life-cycle approach will emphasize the works of Elkind, Erikson, Piaget, and Leverson.

PS 107 Prenatal, Infant, and Toddler Development 3

This course focuses on human growth and development from conception through the third year of life. Theories relating to the first three years as well as milestones in physical, cognitive, social and emotional development will be discussed. Characteristics of environments that promote optimal development will be emphasized.

PS 108 Preschool through Adolescent Development 3

This course will concentrate on human growth and development from age three to adolescence, including physical, social, emotional, and cognitive development. The theories of Elkind, Erikson, and Piaget will be emphasized. Observations will focus on the individual development of the whole child.

PS 133 Psychology of Women 3

This course will focus on recent theories which have been proposed to help explain the psychological development of women including: dominant vs. subordinate group, reproduction of mothering, moral development, self-in-relation, and epistemological development. Students will learn the basic tenets of each theory to determine the validity of these development theories in their own lives.

PS 208 Abnormal Psychology 3

Prerequisite: One psychology course

Beginning with an effort to define normal and abnormal behavior, this course will trace the historical efforts to understand the deviations from normal behavior and the causes of mental illness. The course will conclude with a description of diagnostic and therapeutic procedures used to treat mental illness.

SCIENCE

SC 101 Anatomy and Physiology I 4

The first half of a two semester course, beginning with the chemical, cellular and tissue levels of organization and expanding into the structure and function of the integumentary system, muscular system, skeletal system, circulatory system, lymphatic system and immune system. (3 lecture and 2 lab hours per week). A library component will be included.

SC 102 Anatomy and Physiology II 4

Prerequisite: SC 101 with a grade of C or higher

This course continues with the study of the structure and function of the human body with emphasis placed on the endocrine system, respiratory system, digestive system, nervous system, reproductive system and urinary system. (3 lecture and 2 lab hours per week). A library component will be included.

SC 103 General Biology 4

The course begins with a general introduction into the nature of biological science and its significance in our everyday lives. It continues with the organization of matter, inorganic and organic molecules, followed by cellular biology, cellular division, genetics, ecology, evolution, comparative anatomy and physiology. It concludes with the study of the five kingdoms; Prokaryotae, Protista, Fungi, Plantae, Animalia, and the study of viruses as separate entities. (3 lecture and 2 lab hours per week). A library component will be included.

SC 113 Principles of Chemistry 4

Prerequisite: MA 105 with a grade of C or higher

This course will provide a survey of the basic principles of inorganic and organic chemistry and their application to health-related issues. Topics to be included in inorganic chemistry are: scientific measurements, energy and matter, atoms and elements, compounds and their bonds, chemical reactions, solutions, acids and bases, gases and nuclear radiations.

Organic chemistry topics will include: alkenes, alcohols, phenols, ethers, aldehydes and ketones, organic acids and esters, amines and amides.

The study of the biochemical molecules, lipids, proteins, carbohydrates and nucleic acids will also be included. Laboratory work is a required component for this course. A library component will be included.

SC 121 Human Reproductive Biology 3

A non-lab science course for students with no biology background. Main subject areas to be discussed are inheritance, human reproduction, and birth defects. Included also will be a survey of such current issues as laboratory reproduction, genetic engineering, and recombinant DNA research. A library component will be included.

SC 123 Health Concepts and Applications 3

This course is designed to provide the student with the knowledge necessary to make intelligent decisions regarding the maintenance and improvement of personal health. Topics shall include the study of emotional health; food and nutrition; drug, alcohol, and tobacco use and abuse; prevention and treatment of communicable and non-communicable disease, sexuality and birth control, and safety and accident prevention.

SC 125 Human Physiology 3

A study of the structure and function of the major organ systems of the human body. Discussions will include normal and abnormal physiolo-

DCE Course Description

ogy with emphasis on the interaction of these systems in health and disease. In addition, the effects of the environment, nutrition, and exercise will be examined. A library component will be included.

SC 129 Human Biology

4

This course introduces students to the key biological and chemical principles that apply to all living things. It continues with the description and function of the components of the cell leading into the structure and function of the human organ systems. Diseases pertaining to each system and their prevention are discussed. Emphasis is also placed on human genetics, human behavior and learning, human evolution, human population increase and its impact on the dynamic balance of the biosphere. (3 lecture and 2 lab hours per week). A library component will be included.

SC 131 Environmental Science

3

A science course designed to promote student investigation of current environmental issues and crises such as global warming, energy production, endangered species and the destruction of tropical rain forests. Discussion will also focus on the impact of population growth and the preservation of natural resources for future generations. A library component will be included.

SC 135 Introduction to Astronomy

3

This course provides an introduction to the major topics of astronomy. Beginning with the Earth and moving outward, the course explores the solar system, the nearby stars, Earth's galaxy, and, finally, distant galaxies and the origin of the universe. A library component will be included.

SC 141 Introduction to the Study of Disease

3

Prerequisites: ME 201 with a grade of C or higher, SC 102 with a grade of C or higher

This course provides a solid foundation in the basic structural and functional changes caused by disease processes in the human body. Students will survey basic process of pathology including causes of disease, disease processes, signs and symptoms, and the prevention and treatment of representative diseases by major body systems.

SC 213 Microbiology 4

Prerequisite: SC 104 or SC 102

A course designed to introduce the principles of microbiology. Emphasis will be placed on the characterization and cultivation of bacteria; reproduction, growth, and metabolism. Micro-organisms other than bacteria that will be studied are protozoa, algae, fungi, and viruses. Control of micro-organisms and disease will also be emphasized. (3 lecture and 2 hours lab per week)

SC 221 Introduction to Pharmacology 3

Prerequisite: SC 102

This course is designed to introduce the student to the fundamentals of drug action, their origins, and applications in medicine. Particular emphasis will be placed on classification, mechanisms of action and therapeutic applications. In addition, application of drugs on people of all ages will be examined. Side effects and nutritional care will add to the overall objectives of this course.

SOCIAL SERVICE**SS 103 Introduction to Therapeutic Recreation 3**

A survey of the expanding field of therapeutic recreation. Special emphasis will be placed on the evolution of therapeutic recreational activities for the aged.

SS 107 Families in Stress 3

Prerequisite: PS 101 or one sociology course

This course presents an interdisciplinary approach to the helper's role in dealing with families in stress. It will provide basic information regarding interactions within families and train human service workers to help children and their families cope with stress. It will further provide students with an understanding of advocacy in Massachusetts, including social, legal, and mental health systems.

SS 131 Certified Nursing Assistant Practicum 4

This practicum is designed to train students to become certified as Nursing Assistant/Homemaker-Home Health Aides. In addition to understanding the physical, emotional, and social needs of the elderly and disabled, students study nutrition and the basic nursing care necessary to work in a long term care facility or home health care agency. The course combines lecture, laboratory, and a clinical experience and is

DCE Course Description

consistent with the Massachusetts requirements for the Certified Nursing Assistant and Certified Homemaker-Home Health Aide.

SS 133 Emergency Medical Technician 6

A comprehensive, basic course which is designed to follow Department of Transportation guidelines preparing students, with little or no training, to meet the needs of most situations that require emergency first aid care. This is a lecture, discussion, demonstration and practical application of respiration, resuscitation, medical and environmental emergencies, injuries to the skull, brain, neck and spine, bleeding wounds, shock, emergency childbirth and transportation of the injured. Requirements include 10 hours of work in a hospital emergency room.

SS 135 Rehabilitation Aide Procedures 4

Prerequisites: SS 131 or equivalent

This intensive (110 hr.) course will prepare the student to be an integral part and to perform competently as a Rehabilitation Aide and act as a member of a rehabilitation team. The students will learn to provide care and rehabilitative services for clients under the direction and supervision of a professional registered nurse, physical therapist, occupational therapist or speech pathologist in a home care agency, rehabilitative or a long term care facility. Lecture and lab components will include topics in anatomy, patient psycho-social issues, physical disabilities, communication deficits, adaptive/assistive equipment, body movements, ambulation, patient care plans, diet, nutrition and basics of exercise. The course will be taught by a team of health care professionals and will include a rehab nurse, a physical therapist, an occupational therapist and a speech pathologist.

SOCIOLOGY

SO 101 Introduction to Sociology 3

Explores the basic concepts, research methods, and theories concerning the relationship between individuals and society. This course will emphasize the influence of culture, social structure, and institutions in explaining human activity. The topics of deviance, collective behavior, and social change will also be examined and discussed. A library component will be included.

SO 103 The Family 3

This course presents an interdisciplinary and cross-cultural view of the

family. Readings from history, anthropology, human growth and development, and sociology will be studied. A number of popular beliefs and myths will be examined for validity. A library component will be included.

SO 105 Introduction to Criminology 3

After an analysis of current statistical data on crime and its distribution within the United States, students will examine criminological theories and how these theories relate to crime data, patterns of deviance, and the public's response to criminal behavior. A library component will be included.

SO 121 Racial and Ethnic Experience in America 3

Explores the origins and nature of racial and ethnic differences in the United States. Attention will be given to the interplay between group membership and individual experiences in the lives of African-, Asian-, Latin-, and Native Americans. Specifically, the political, social, and economic lives of persons in various groups (with attention to individual variation) will be examined. Students will study the role of heritage in their own lives and the ideas/biases they have about people from backgrounds unlike their own. The primary goal of the course is to increase student awareness of the variety of backgrounds, ideas, and practices existing within the United States population. A central assumption of the course is that one must look to history to understand contemporary race relations and the individual experiences of people from diverse backgrounds. A library component will be included.

SO 131 Sociology of Womanhood 3

This course focuses on the experiences of women and the significance of gender in society. Specific areas of investigation include the social construction of gender, women and work, the state, patriarchy, and the role of women in society and in the family. Particular attention will be paid to such factors as race, ethnicity, and class to understand more fully women's roles across cultures and over time.

TRAVEL AND HOSPITALITY MANAGEMENT

TH 101 Introduction to Travel/Hospitality Industry 3

This course will acquaint students with the fields of travel, tourism and hospitality by investigating the many small businesses that make up the industry. This industry's attractions, history, innovations, financial structure and methods of organization will be presented as students learn how each field relates with others in the industry.

TH 103 Travel Geography: Western Hemisphere 3

A course designed to familiarize students with the climate, topography, culture, boundaries, resorts, and sightseeing attractions of countries in the Western Hemisphere.

TH 104 Travel Geography: Eastern Hemisphere 3

A course designed to familiarize students with countries in the Eastern Hemisphere, focusing on boundaries, climate, culture, currency, resort areas, and sightseeing attractions.

TH 105	Principles of Meeting Management	3
--------	----------------------------------	---

An analysis of the functions and responsibilities of the meeting planner. Each phase of the process of planning a meeting will be discussed. Key topics include types of meetings, site selection, contract negotiations, audiovisual needs, and food and beverage requirements.

TH 200	Travel/Hospitality Internship	3
--------	-------------------------------	---

Prerequisite: TH 101, TH 103

A supervised work experience for Travel and Hospitality Management seniors, where students are placed in travel and hospitality related offices to gain practical experience. Seminars on campus are required. Minimum hours: 120 hours for 3 credits.

TH 201	Travel Hospitality Sales and Marketing	3
--------	--	---

This course examines the process and activities required to market and sell the tourism and hospitality product. Such concepts as the psychology of the traveler, marketing mix, communication, advertising, sales function and the sales interview are addressed thoroughly.

TH 202	Hotel/Motel Operations	3
--------	------------------------	---

A survey of the infrastructure and interrelationships of the lodging industry. Special emphasis is placed on examining each division of the hotel and the role it plays in daily operations. Career opportunities and emerging trends will be explored.

TH 203	Group Tour Planning	3
--------	---------------------	---

Prerequisite: TH 101

This course develops an understanding of the skills required for creating itineraries for group travel purchases including negotiation, costing, and pricing. Students research and design a tour for a special interest group.

TH 204 Professional Travel Agency Management 3

Prerequisite: TH 101

A course designed to familiarize students with Travel Agency operations from a management perspective and deal with the complex issues facing managers.

TH 209 Computerized Reservation Systems I 3

After learning to schedule, price and ticket domestic and international airline itineraries using manual procedures, students are introduced to the functions of an airline computer reservation system. Students will learn to retrieve availability, reserve flights and create a basic PNR.

TH 210 Computerized Reservation Systems II 3

Prerequisite: AA 101, TH 209

This course is an intensive study of tourism and hospitality computer reservation procedures. Students will continue their airline automation training and they will learn how to operate the MARSHA hotel reservation computer system.

WOMEN'S STUDIES**WS 101 Introduction to Women's Studies 3**

Introduction to Women's Studies is an interdisciplinary course that examines historical and contemporary feminist works and theory by exploring women's experiences, their representations, and their relative positions in societies. This course introduces students to diversity and dissent within feminism by exploring multiple perspectives in Western feminist theory and by situating these perspectives within their historical, academic, and political contexts.

▼Directory

BOARD OF TRUSTEES

Chairman of the Board

Dr. Scott A. Fisher
President Emeritus,
Fisher College

Trustees

Dr. Nicholas W. Bankson
Professor and Department
Chair Speech Pathology,
James Madison University

Clora M. Bucci
Fisher College Alumna

Koichi Eguchi
Professor, Gakushuin University

Christian C. Fisher
President, Fisher College

Peter L. Fisher
Senior Measurement
Consultant, Harcourt Brace
Educational Measurement

Dr. Scott A. Fisher
President Emeritus, Fisher
College

William L. Irvine
President Emeritus Vermont
College

Dr. Peter Mitchell
President, Albion College

Peter B. Post
Associate National Executive
Retired, Y.M.C.A. of the
United States

George E. Rowe, Jr.
AFG-Special Finance
Consultant

Dr. Alexandra Treadway
Attorney at Law

John J. Volante
Partner, Volante Associates

Dr. Patricia Watkins
Assistant Director of Financial
Aid, University of Florida

Dr. Natalie T. Weaver
Professor, Babson College

ADMINISTRATION AND STAFF

Executive Office

Christian Fisher, B.S., M.B.A.,
President

Roberta E. Cantor, A.A., B.A.,
M.Ed., Senior Vice President
for Administration

Kunihiko Katoh
Asian Director

Pauline Pagliazzo,
Receptionist

Academic Affairs

Maureen L. Evans, B.S., M.A.,
M.A., Ed. D., Vice President
for Academic Affairs

Charles C. Perkins, B.S., M.Ed.,
J.D., Associate Dean of
Academic Affairs

Marjorie H. Roy, B.S., M.Ed.,
Assistant Dean of Academic
Affairs

Andrea Taskovics, B. Mus.A.
Academic Secretary

Irene Checkovich, B.A., M.Ed.,
College Registrar

Edna Needham, B.S.,
Assistant College Registrar

Joshua McKain, B.A., M.Ed.,
M.S. (L.S.),
College Librarian

Hillary Corbett, B.A., M.I.L.S.,
Technology Services Librarian

Brian Saunders, B.A., M.A.,
M.L.S., Ph.D, Catalogue
Librarian

Dianne C. O'Malley,
Library Assistant

Office of Student Services

Roberta E. Cantor, A.A., B.A.,
M.Ed., Dean of Students

Katherine M. Durr, B.S., M.S.,
Associate Dean of Students

Debra Eliezer, B.A.,
Director of International
Student Programs/Advisor

Kelly Nordt, B.A.
Director of Student Activities

Health Services

Phin Cohen, M.D.,
College Physician

Roberta M. Lecke, R.N.C.,
Director of Nursing Services

Office of Admissions

Sandra M. Robbins, B.S.,
Director of Enrollment
Management

Marietta C. Baier, Associate
Director of Admissions

Maureen T. Bedard, B.A.,
Senior Assistant Director of
Admissions

Emily Keily, B.A., Assistant
Director of Admissions

William Graceffa, B.S.,
Assistant Director of
Admissions

Kunihiko Katoh, Asian Director

Cynthia Santavicca, Admissions
Application Coordinator

Coeducation Department

Stephen M. Carter, M.Ed.,
Director of Coeducational
Development

Financial Aid

Deborah Leduke, B.S., M.S.,
Director of Financial Aid

Jacqueline S. Johnson, B.A.,
Senior Associate Director
of Financial Aid

Michael Ippolito, B.A.,
Associate Director of
Financial Aid

Andrea R. Mann, A.A.,
Assistant Director of
Financial Aid

Patricia G. Langvin, B.A.,
M.Div., Financial Aid
Assistant

Business Office

Thomas Pistorino, B.A.,
M.B.A., Comptroller

Patricia Murphy,
Payroll and Benefits Manager

Susan Bowler, B.A., Accounts
Receivable Manager

Scott Cameron, Bursar

Amy Ye, A.S.,
Staff Accountant

Xuyen Bach, A.S.,
Accounts Payable

Anne Diaz,
Staff Accountant

Judy Whealan
Payroll and Personnel
Assistant

Information Services

Christopher Blake, B.S., B.A.,
Director of Information
Services

Richard Reid, B.S.S., B.Ed.,
Associate Director of I.S.

Sandro Mendes, A.S.,
Computer Support Manager

Office of Continuing Education and Center for Business, Industry and Government

Antone C. Vieira, Jr., B.S.,
M.Ed., Ed.D., Dean of
Continuing Education

Rhonda A. Pieroni, A.S.,
B.S.B.A., Assistant to the
Dean of Continuing
Education

Jennifer L. Ferreira, A.S.,
Administrative Assistant to
Dean of Continuing
Education

Campus Personnel

(See page 128)

Purchasing

Stephen Bertolami, B.S.,
Director of Purchasing/
Bookstore

Directory

James Cashman, Textbook Buyer

Maintenance

Sheldon E. Barron, Facilities
Manager

Campus Police

Ken Tanguay, Chief of
Campus Police

FULL-TIME FACULTY

Maura Abate

Psychology, Learning Specialist

A.B., Biology/French,

Bowdoin College

Ed.M., Counseling Psychology,

Harvard University

Ph.D., M.A., Clinical Psychology,

California School of

Professional Psychology

Robert J. Anzenberger

Business Administration

B.A., History,

Boston College

M.A., Public Administration,

Boston State College

M.S., Human Resource

Counseling, Northeastern

University

Jeanne M. Aurelio

Business Studies

B.A., Business Administration:

Marketing, University of

South Florida

M.B.A., Organizational

Development, The George

Washington University

D.B.A., Human Systems,

Organization Behavior,

The George Washington

University

Clare Carvel, RRA

Director, Health Information

Technology Program

B.S., Salem State

RRA, Northeastern

Timothy J. Ellis

Director, Computer

Technology Program

B.S., History/Philosophy,

Bradley University

M.A., Rehabilitation

Counseling, Southern Illinois

University

Pauline A. Hatzikostantis

Director, Medical Assistant

Program

B.A., Biology, Boston University

M.E., Science, Boston

University

Teresa G. Howe

Director, Fashion

Merchandising Program

B.F.A., Massachusetts College

of Art

M.E., Art, Rhode Island School

of Design

Nancy Jensen

Mathematics

B.A., English, University of

Lowell

M.S., Mathematics, University

of Lowell

Susan S. Jordan

ESL Coordinator

B.A., Women's Studies,

Simmons College

M.A., Liberal Studies,

Simmons College

Directory

Andrew H. M. Knoll

English

B.A., English, University of
Arizona

M.A.T., English Education,
Boston University

Leonard T. Long, CMA

B.B.A., Accounting, Western
New England College

M.S.A., Accounting, Western
New England College

M.B.A., Finance, American
International College

Kathleen Maffa-Krailo

Physical Therapy

B.S., Physical Therapy,
University of Lowell

M.S., Applied Management,
Lesley College

GCS, Geriatric Clinical
Specialist

John Martino

*English, Director of Academic
Support Center*

A.A., English, West Virginia
University

B.A., English, University of
Pittsburgh at Johnstown

Karen A. Myers

*Director, Business-
Administrative Assistant
Programs*

A.S., Fisher College

B.S., Business Education,
Salem State College

M.S., Business Education,
Suffolk University

Nancy E. Pithis

*Director, Travel and Hospitality
Management Program*

B.S., Music Education, Wilkes
College

M.Ed., University of
Massachusetts/Boston

Ellen Price

*Director, Physical Therapist
Assistant Program*

B.S., Physical Therapy,
Northeastern University

M.Ed., Allied Health
Education, Rutgers

Linda Sullivan

*Mathematics, Associate
Director of Academic
Support Center*

M.A.T., Mathematics,
Bridgewater State College

B.S., Mathematics, Boston
State College

Nicholas Siciliano

Psychology

B.A., Boston College

M.Ed., Boston College

CAES, Boston College

Ph.D., Educational

Psychology,
Boston College

David N. Smith

History

B.A., Cornell University

M.A., American History,
University of Massachusetts

Prudence B. Van Winkle

Director, Early Childhood

Education Program

B.A., History, Mills College

M.S.Ed., Educational

Leadership/Daycare

Administration, Bank Street

College of Education

Dean F. Walton

Director, Liberal Arts Program

B.S., Business Administration,

Northeastern University

M.A., English, Northeastern

University

Ph.D., English, University of

Delaware

▼Index

A

- Academic Calendar
 - Continuing Education 127
 - Day Division 36
- Academic Counseling 37
- Academic Dishonesty Policy
 - Cheating 16
- Academic Honors 21
- Academic Information 19, 137
- Academic Support Center 37
- Accounting Degree 52, 141
- Accreditation 8
- Administration and Staff 218
- Administrative Assistant Certificate
 - 78, 158
- Administrative Assistant Degree
 - Executive Concentration 53
 - International Concentration 54
 - Legal Concentration 55
 - Mass Communications Concentration 56
 - Medical Concentration 57, 142
- Alcohol and Drug Policy 15
- Application Procedures
 - Continuing Education 126
 - Day Division 34
- Auditing Courses 27

B

- Board of Trustees 217
- Bookstore
 - Continuing Education 130
 - Day Division 39
- Business Administration Degree 58, 143

C

- Campus Security 40
- Certificate Requirements 21
- Change of Major 29
- Class Attendance 13
- Class Cancellations 14
- Class Regulations 14
- Clubs and Organizations 39
- College Mission 6
- College Policies 11
- College Property 15
- Commencement 30
- Commuting Life 41

- Computer Policy 10
- Computer Technology Certificate 78, 159
- Computer Technology Degree 59, 144
- Continuing Education Locations 128
- Counseling Services 37
- Course Descriptions 83, 165
- Course Failure 28
- Course Withdrawal 27
- Credit For Life Experience 138
- Criminal Justice Degree 145

D

- Day Division 33
- Degree Requirements 20
- Dining Room 39, 130
- Directory 217
- Distance Learning 139
- Division of Continuing Education 126
- Drop/Add Period 26
- Drug-Free Schools and Communities Act of 1989 9

E

- Early Childhood Education Certificate
 - 80, 160
- Early Childhood Education Degree
 - 60, 146
- Educational Rights and Privacy 9
- English as a Second Language (ESL) 41
- English Proficiency 35
- Euroweek 37
- Evaluation of Student Performance
 - 19, 137

F

- Faculty 221
- Family Education Rights and Privacy Policy 11
- Fashion Merchandising Degree 61
 - Fashion Design Option 62
- Financial Aid 45, 132
- Financial Information
 - Continuing Education 131
 - Day Division 42
- Fire Safety 15
- Full-Time Status, Definition of 22

G

- General Academic Information 31
- General Information 6
- General Studies 77, 147
- Grade Changes 28
- Grading System 20

Index

- H**
Health Clinic 38
Health Information Technology Degree 148
History of Fisher College 6
Human Services 63, 150
- I**
Identification Cards
Day Division 40
Immigration 10
Immunization 38
Incomplete Grades, Policy on 28
Insurance Coverage 39
International Application Procedures 35
International Student Advising 38
Internships 21
- J**
Judicial Procedures 18, 139
- L**
Liberal Arts Degree 64, 151
Humanities Concentration 65, 152
Justice Studies Concentration 67
Social Sciences Concentration 68, 154
Women's Studies Concentration 70, 155
Library 31
Lockers 41
- M**
Major, Declaration of 29
Medical Assistant Certificate 80, 161
Medical Assistant Degree 72, 156
Medical Coding Certificate 157, 162
Message from the President 5
- N**
Nondiscrimination 8
Nonprofit Status 8
- P**
Paralegal Studies Certificate 81, 163
Paralegal Studies Degree 73, 157
Parking
Continuing Education 130
Day Division 41
Payment Schedule
Day Division 43
Physical Therapist Assistant Degree 74, 157
Placement Counseling 38
Placement Testing 26
Pre-Allied Health Certificate 164
Proficiency Exams 137
Program Requirements 51, 140
- R**
Re-Enrollment Following Academic Dismissal 30
Re-Enrollment Following Voluntary Withdrawal From 30
Refund Schedule
Continuing Education 131
Registration 26
Repeating a Course 29
Residence Halls 40
Resident Counseling 38
Resident Directors and Resident Assistants 40
Residential Life 40
Retail Merchandising Certificate 82
- S**
Satisfactory Academic Progress 23
Student Activities 38
Student Code of Conduct 16
Student Handbook 40
Student Services
Continuing Education 130
Day Division 37
- T**
Transcript Requests 29
Transfer Credit 26
Transportation
Continuing Education 130
Day Division 41
Travel and Hospitality Management Certificate 82
Travel and Hospitality Management Degree 76
- V**
Veterans 10
Visa Information 35
- W**
Waiver 27
Withdrawal From the College 30

FISHER COLLEGE

118 Beacon Street

Boston, MA 02116

(617) 236-8800

Toll-Free Long Distance

In Massachusetts: 1-800-821-3050

Outside Massachusetts: 1-800-446-1226

www.fisher.edu